

# HARRIS COUNTY PROTECTIVE SERVICES FOR CHILDREN AND ADULTS

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www.hc-ps-org

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## EXECUTIVE DIRECTOR

George Ford, J.D.

June 17, 2009

Hogg Foundation for Mental Health  
The University of Texas at Austin  
P.O. Box 7998  
Austin, TX 78713-7998

**TO:** Hogg Foundation Grants Management

**RE:** Hogg Foundation for Mental Health request for proposals:  
Children's Mental Health Services in Houston/Harris County

**Applicant:** Harris County Protective Services for Children and Adults  
(HCPS): Harris County Systems of Hope Project

**Funds requested:** Year 1: \$ 564,676.70; Year 2: \$ 574,770.56 ;  
Year 3: \$600,410.41. **TOTAL: \$1,739,857.67**

**Grant Period:** Year 1: 9/1/2009 – 8/31/2010 (FY 2010); Year 2: 9/1/2010 –  
8/31/2011 (FY 2011); Year 3: 9/1/2011 – 8/31/2012 (FY 2012)

### Contact Person:

Ms. Janis Bane, HCPS Systems of Hope Program Director  
6300 Chimney Rock Road  
Houston, TX 77081  
Telephone: 713-295-2521  
[Janis.bane@cps.hctx.net](mailto:Janis.bane@cps.hctx.net)

*Using a public health approach based on systems of care principles and values, the Harris County Protective Services for Children and Adults (HCPS): Systems of Hope (SOH) Project and its partners will improve the mental health of children and youth in one of Houston's most disadvantaged and at-risk neighborhoods: Kashmere Gardens, by **sustaining and expanding the Kashmere School-based Wraparound Project (SWAP), a continuum of school-based mental health services and supports** for at-risk children, youth and their families. Participating Houston Independent School District (HISD) schools include: Kashmere High School, Key Middle School, six feeder pattern elementary schools, and North Regional Alternative School. Kashmere SWAP will serve at least 300 at-risk students and their families over the three-year grant period.*

In 2005 Harris County Protective Services for Children and Adults was awarded a six-year grant from the U.S. Department of Health and Human Services

Substance Abuse and Mental Health Administration (SAMHSA): Children's Mental Health Services (CMHS) to transform how the Houston/Harris County community delivers mental health services and supports to children and youth with severe emotional disturbances and their families. Mr. George Ford, HCPS Executive Director, is Principal Investigator for this federal grant. The HCPS Systems of Hope Project now leads Harris County's transformative efforts, promoting community collaboration and systems changes in children's mental health service delivery with an emphasis on family / youth leadership and inclusion.

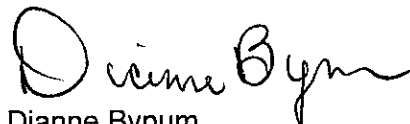
The proposed Kashmere SWAP school-based mental health promotion and services model exemplifies community collaboration. Kashmere SWAP partners will include HCPS Systems of Care (fiscal agent), HCPS Community Youth Services, HCPS TRIAD Mental Health Services, Houston Independent School District, and City of Houston Department of Health and Human Services. An expanded Kashmere SWAP will increase availability and access to school-based child-focused and family-driven wraparound mental health and support services to at-risk students attending Kashmere High School, Keys Middle School, six feeder pattern elementary schools and the North Region Alternative School (elementary school students only).

The Hogg Foundation's support of Kashmere SWAP will make a tremendous difference in our community's ability to promote child and family mental health in the Kashmere Gardens area of Houston, TX. Thank you for consideration of this proposal. If you require any additional information, please feel free to contact Ms. Janis Bane, Systems of Hope Project Director, at 713-295-2521.

Respectfully submitted,



George Ford  
Executive Director



Dianne Bynum  
Board of Directors

Attachments

**ATTACHMENT:**

**Partner Contact information:**

Houston Independent School District  
Cynthia Wilson, North Region Superintendent  
Hattie Mae White Educational Support Center  
4400 West 18<sup>th</sup> Street  
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Houston Department of Health and Human Services  
Stephen L. Williams, M.Ed., M.P.A., Director  
8000 N. Stadium Drive  
Houston, TX 77054-1823  
Tel: 713-794-9311  
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**Program Summary:**

Three Harris County Protective Services for Children and Adults (HCPS) programs: Systems of Hope (SOH), Community Youth Services (CYS), and TRIAD Mental Health Program, in collaboration with the City of Houston Department of Health and Human Services and the Houston Independent School District, will improve the mental health of at-risk students in one of Houston's most challenged communities: Kashmere Gardens, by sustaining and expanding the **Kashmere School-based Wraparound Project (SWAP)**. Schools are prime settings for early identification of mental health needs. The three-tiered Kashmere SWAP will provide universal, secondary and tertiary prevention services to 1,200 students and their families over three years. Kashmere SWAP began in 2006 with one system of care team assigned to Kashmere High School. In 2007, a care team was added to Key Middle School in the Kashmere feeder pattern through the SAMHSA grant funded Systems of Hope. Hogg funding will provide two additional care teams allowing expansion to Kashmere feeder pattern elementary schools. Two Community Youth Services Case Managers will serve youth in targeted schools providing early identification of youth in need of behavioral health services. A TRIAD mental health therapist will provide assessments, in school and home based therapy at the secondary, specialized tier. SOH Care Teams will provide intensive system of care services through the use of the wraparound process for youth identified with severe emotional disturbance and their families. This three-tiered approach will provide the opportunity to identify and intervene early, promoting the health and well-being of Kashmere-area children and families.

**Program Narrative for the Kashmere School-based Wraparound Project (SWAP)  
presented to the Hogg Foundation for Mental Health by Harris County Protective  
Services for Children and Adults: Systems of Hope Project:**

**A. STATEMENT OF NEED:**

Location: The Kashmere School-based Wraparound Project (SWAP) will serve children, youth and families in and near the Kashmere Gardens community encompassing zip codes 77026 and 77028 ([www.city-data.com](http://www.city-data.com)). The area is home to the Kashmere High School (HS) feeder pattern. The area is located in Houston's inner city near-Northeast quadrant, and is bordered by 610 North Loop E. / Cavalcade (South), Interstate 59 (West), Kirkpatrick Avenue (East, and Laura Koppe Street (North).<sup>1</sup>

Child Demographics for Kashmere HS and feeder pattern schools: <sup>2</sup>

Name of School	Number of Students	% Special Education	% Free/Reduced Lunch	% African-American	% Hispanic	% Limited English
Kashmere HS	528	31	91	87	13	4
Key MS	602	32	93	73	27	7
Elementary	2594	10	96	71	33	16
North Alternative	102		90+			
<b>Total</b>	<b>3826</b>					

Community needs:

*Indicators of Community Needs for Mental Health resources:*

- Family poverty: 38.2% of area residents live **below poverty level** compared to 19.2 % of all Houstonians with high levels of unemployment and under-employment. <sup>3</sup>
- Twice the rate of single-mother households (10.7% Houston vs: 20% Kashmere Gardens);
- Crime: Crime/Prisoner re-entry: Kashmere Gardens 77028 area is one of Houston's five high prisoner re-entry zip codes and is located within one of Houston's "super neighborhood" (Houston's most economically disadvantaged areas); high community crime rates, especially drug-related crimes and burglaries; high rates of juvenile delinquency
- All targeted schools have a Title 1 designation. 95% are on free/reduced lunch program. 61% are considered to be at-risk for dropping out of school.
- No affordable and accessible children's mental health services in community.

*Gaps that the proposed program will fill:* The following are the most frequently reported barriers to mental health services to Kashmere-area children and youth:

- financial constraints of their families,
- lack of insurance or inability to pay for mental health services,
- limited school and community-based mental health resources;
- lack of transportation; and

<sup>1</sup> [www.slehc.org/CHI/CHIS/Index.cfm](http://www.slehc.org/CHI/CHIS/Index.cfm) retrieved on 6/18/09

<sup>2</sup> Houston Independent School District: Kashmere High School Feeder Pattern Statistics for 2007-08

<sup>3</sup> [www.houstontx.gov/health/Epidemiology/Indicators/Epidemiology/page10.html](http://www.houstontx.gov/health/Epidemiology/Indicators/Epidemiology/page10.html) ; [www.slehc.org/CHI/CHIS/Index.cfm](http://www.slehc.org/CHI/CHIS/Index.cfm) retrieved on 6/11/2009.

- lack of coordination between schools and mental health service providers.

In addition, the contract between the City of Houston Department of Health and Human Services (DHHS) and Harris County Protective Services for Children and Adults (HCPS) that supports Kashmere SWAP expires in October 2009, and no other funds have been appropriated to continue this essential service to one of Houston's most at-risk communities.

Current resources:

1. Kashmere SWAP services were initiated in January 2006. The City of Houston DHHS and HCPS Community Youth Services (CYS) collaborated in the development of a system of care for at-risk students of Kashmere HS and their families in order to increase positive outcomes for students including: improved attendance, decreased disciplinary problems, and improved family stability. Kashmere SWAP was expanded in 2007 to include Key Middle School (MS) in the Kashmere HS feeder pattern through HCPS Systems of Hope funding in order to provide earlier intervention.
2. The City of Houston DHHS will reopen the renovated Kashmere Multi-Service Center, in Fall 2009 providing a variety of social services including rental assistance, housing support, a business resource room, case management, basic need assistance, supportive health related services, clothing, food pantry, juvenile probation offices, eligibility/application completion assistance, and a prisoner re-entry program.
3. The Harris County Systems of Hope (SOH) is a SAMHSA-funded collaborative system of care administered by HCPS, which provides comprehensive services and supports to Harris County children and youth with severe emotional disturbances and their families using a wrap-around approach and delivered in clients' communities through care teams. SOH collaborative community partners include: HCPS, Harris County Juvenile Probation Department (HCJD), Mental Health Mental Retardation Authority of Harris County (MHMRA), City of Houston DHHS, family support organizations including National Alliance for the Mentally Ill (NAMI) and Federation of Families, and a number of other health and human services providers.
4. Kashmere HS is a "full service community school" model, which integrates social services and education under one roof. The school implemented school-wide positive behavioral supports in 2007, to improve the over-all school climate.
5. There is a strong faith-based community that has supported the Kashmere SWAP since its beginning in 2006.

**B. PROGRAM PLAN:**

The proposed Kashmere SWAP is a three (3) year program designed to provide a continuum of school-based mental health services and supports to targeted elementary, middle and high school students and their families in the Kashmere Gardens community.

**Kashmere SWAP Intervention:** The project will focus on prevention, early identification and intervention, and treatment using the wraparound process. The wraparound process is an evidence-based process for intervention with the most severely at-risk students.<sup>4</sup> The three-tiered early intervention approach utilized in the SWAP will provide universal, secondary and tertiary prevention services through an integration of three HCPS programs—CYS, TRIAD, and SOH. The staff assigned to deliver services provided by SWAP (including the SAMHSA funded Key M S Care Team) will include:

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<sup>4</sup> Walker, HM & Golly, A. (1999) Developing behavioral alternatives for antisocial children at the point of school entry. Clearinghouse 73:2, pp. 104-106.

- Three Care Teams consisting of 3 Care Coordinators and 3 Parent Partners, that will employ the wraparound process to provide case management and service integration for the students and families at the highest risk;
- Two Youth Service Specialists to work with at-risk students needing case management and crisis intervention;
- One mental health therapist to provide assessment and school and home-based mental health services; and
- One Project Coordinator that is responsible for implementation, monitoring and oversight of Kashmere SWAP, including ongoing staff supervision, training and technical assistance to school staff, community resources, project data collection and coordination, and collaboration with Harris County Agencies and project partners.

School - based mental health services improve access to services and decreases problematic behaviors.<sup>56</sup> Systems of Hope has a service array that includes evidenced based practices noted at [www.nrepp.samhsa.gov](http://www.nrepp.samhsa.gov) including Parenting with Love and Limits. Multi-systemic therapy is also available to appropriate juvenile justice involved youth in the area.

CYS workers will be assigned to the schools in the Kashmere feeder pattern to provide primary prevention and early identification of youth with behavioral health needs by providing universal or navigational services to school aged youth. CYS workers will work closely with school nurses, counselors, and or administrators. CYS workers will provide screening utilizing the Juvenile Inventory For Functioning (JIFF). JIFF is a risk-factored screening tool developed to assess day-to-day functioning in children and adolescents to determine the need for services for youth and their families. JIFF examines multiple domains, is self administered with a third grade reading level and is available in English and Spanish. The JIFF was developed in 2004 by Kay Hodges and is based on the Child and Adolescent Functional Assessment Scale-CAFAS.<sup>7</sup> Results of the JIFF will provide referrals to targeted secondary prevention services including the TRIAD mental health therapist or for specialized, tertiary level services through the Systems of Hope Care Teams. Services will incorporate functional behavioral assessments that when combined with the wraparound process supports systemic changes that increase effectiveness.<sup>8</sup> Expected mental health outcomes from the SWAP include improvements in school performance and attendance, decreased truancy rates, decreased school expulsions, decreased involvement with the Juvenile Justice system, and decreased utilization of out-of-home placements.

Services for school aged youth will be provided both in the school setting and in the home using system of care values. All staff involved in SWAP will receive training on wraparound values and principles and the increased effectiveness of services delivered with family voice, youth guidance, and cultural and linguistic competence. Collaboration is a principle of wraparound and increases effectiveness of services.<sup>9</sup> The collaboration between the Kashmere community, the City of Houston DHHS, CYS, TRIAD and the Systems of Hope

<sup>5</sup> Stephan, Weist, Kataoka, Adelsheim, & Mills (2007) "Transformation of Children's Mental Health Services: The Role of School Mental Health", *Psychiatr Serv*, Oct 2007 58:1330- 1338

<sup>6</sup> Lane, K., Rogers, L., Parks, R., Weisenbach, A., Merwin, M. et al. (2007). Function-based interventions for students who are nonresponsive to primary and secondary prevention efforts: Illustrations at the elementary and middle school levels. *Journal of Emotional and Behavioral Disorders*, 15(3), 169-183.

<sup>7</sup> Grisso, Vincent, & Seagrave. *Mental health Screening and Assessment in Juvenile Justice*, 2005.

<sup>8</sup> Scott, T. & Eber, L (2003) Functional assessment and wraparound as systemic school processes: Primary, secondary and tertiary systems examples. *Journal of Positive Behavior Supports*, Vol 5 No. 3, 113-143

<sup>9</sup> Roberts, M., Jacobs, A., Puddy, R., Nyre, J., & Verberg, E. (2003) Treating children with serious emotional disturbances in schools and community. *Professional Psychology: Research and Practice*, 34, 519-526.

has a successful history and the system of care experience these programs and agencies bring to SWAP will be beneficial to involved families. The Systems of Hope administrative team has had the benefit of four years of training and technical assistance through SAMHSA and the Technical Assistance Partnership. This group will be available to maximize the benefits of all system of care values.

Incorporating the parents in the wraparound process improves effectiveness.<sup>10</sup> Family voice will be evidenced throughout the wraparound process. Parent Partners working with families being served will assist in the development of parent support groups and educational groups on topics related to mental health. Kashmere SWAP partnership with Systems of Hope provides the experience and training of the Cultural and Linguistic Competency (CLC) Coordinator, the Youth Coordinator and the Family Coordinator. All of their combined skills will be utilized in the SWAP to ensure family and youth have input in the project. The Youth Coordinator will arrange for youth groups and the Family Coordinator will assist with parent enrichment activities. The Kashmere Multi-Service Center will be utilized for youth groups, family enrichment groups and mental health educational programs arranged through the Systems of Hope Family and Youth Coordinators. The CLC Coordinator will utilize the CLC Advisory Council to ensure all involved in SWAP service provision, contract providers and training incorporate respect for culture and language preference.

Families and youth involved in Kashmere SWAP will have available a Systems of Hope “feedback” form, HCPS client satisfaction forms and agency grievance forms and procedures.

The City of Houston DHHS and HCPS have the organizational capacity, infrastructure and experience of key program staff to implement this project with success. The City of Houston DHHS and HCPS are currently involved in three youth related projects: Systems of Hope, Sunnyside Project and the Kashmere High School care team. Systems of Hope has experienced staff and knowledge of other child and family serving agencies in Harris County. Collaborations exist between SOH and the Texas Department of Family and Protective Services (DFPS), Harris County Juvenile Probation, DePelchin Children’s Center, and MHMRA of Harris County. Youth and families involved in Kashmere SWAP will benefit from these established and effective collaborations. In addition, the HCPS Financial Department has experience in oversight of flexible funding, contracts for services and stipends for family and youth participation, as well as oversight of millions of dollars in federal, state, local and private foundation grants and contracts.

The SWAP project will have available new sources of funding during the third year of the Hogg grant providing sustainability opportunities. Harris County has been selected to participate in phase two of a new Medicaid 1915(c) reimbursement waiver slated to begin in 2011. The State of Texas Department of State Health Services Youth Empowerment Services (YES) waiver will allow for reimbursement for “intensive, community-based services and supports for children with severe emotional disturbances.” In addition, sustainability plans include contracting with schools using the CYS model, which involves Harris County paying 50% of an employee’s salary and 50% paid by the school. The data gathered through the use of the JIFF screening instrument will be used to assist in bringing in new funds to meet identified needs. This model could be replicated across the city and county to provide intensive services to high-risk communities.

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<sup>10</sup> Lechtenberger, D., Mullins, F., & Greenwood, D. (2008) Achieving the promise: The significant role of schools in transforming children’s mental health in America. *Teaching Exceptional Children*, 40(4): 56-64



**C. EVALUATION:** Both process and outcome evaluation methods will be used to determine the impact of the project. Expected client outcomes include: improvement in school performance and attendance, decreased truancy rates, decreased school expulsions, decreased involvement with the Juvenile Justice system, and decreased utilization of out-of-home placements.

Goal/Objective	Outcome	Indicator(s)	Data Source
<u>Obj 1:</u> sustain & expand Kashmere SWAP's capacity to serve at-risk Kashmere-area children & adolescents & their families.	Participation of 8 Kashmere area schools in Kashmere Project over 3 years	# participating schools; range of services available to schools	MOUs, letters of agreement, reports; agendas; minutes; surveys /interviews
<u>Obj 2:</u> Increase mental health of Kashmere area children and youths.	100% of referred youth will have access to school-based MH services & supports.  Increase child's functional / mental health capacity:	improvements in school performance & attendance, decreased truancy rates, decreased school expulsions, decreased involvement with Juvenile Justice system, and decreased utilization of out-of-home placements.	Report cards, discipline reports, attendance reports, JIF screenings; Pre and post CAFAS scores; # of clients served & demographics; parent and youth interviews; case record reviews.
<u>Obj 3:</u> Provide evidence-based, strengths-based, family driven services using systems of care principles & values.	100% of families & youth fully participate in service planning, delivery; 95% of youth have strengths-based service plan; 90% of services are community & school- based; 90% of families & youth report satisfaction with wraparound services & supports.	3 care teams; individualized service plans; flex funds; family & youth involvement ; location of services	Case reviews, staff and family interviews; Reports, logs;
<u>Obj 4:</u> Incorporate culturally & linguistically competent practices for serving Kashmere SWAP children, youth & their families.	Train 100% of staff re: cultural competence, including culture of poverty; translate forms into Spanish; 90% of families needing interpretation services receive services in their preferred language	# Spanish-speaking staff; interpreters; translated forms and brochures; # staff cultural competency trainings	Review forms & brochures; Case reviews, staff & family interviews; Reports,

The Project Coordinator and manager(s) will create a Logic Model in the first month of the project which will outline activities, resources, outputs and outcomes, and will guide the Hogg grant evaluation component. Thereafter, the Project Coordinator will conduct quarterly grant monitoring meetings, submit timely funder-requested reports, and prepare the final evaluation report.. The HCPS Program Improvement and Technical Assistance (PITA) Team will provide internal technical assistance in logic model design and outcome monitoring.

# Kashmere

## School based

### Wraparound Project

# Program

## Time Lines

Activity	Expected completion date	Person/Agency Responsible	Tracking Notes
Continue programs in place at Key MS and Kashmere HS	9/1/2009	HCPS-SOH	
Request new positions for hire through Commissioners Court	9/1/2009	HCPS-SOH	
Set up meetings with school personnel to review and revise existing MOU's and locate office space	9/15/2009	HCPS- CYS, TRIAD, SOH, City HHS	
Hire Project coordinator	9/30/2009	HCPS- CYS, TRIAD, SOH, City HHS	
Hire new staff	10/15/2009	HCPS- CYS, TRIAD, SOH, City HHS	
Create logic model for project with school and project staff	10/30/2009	SWAP Project Coordinator	
Review referral process and train school personnel	11/10/2009	HCPS- CYS, TRIAD, SOH, City HHS	
Complete Training of new staff: SOC principles and values, JIFF, CAFAS, and EVOLV casemgmt system, orientation with schools	11/13/2009	HCPS- CYS, TRIAD, SOH, City HHS	

HCPS - Harris County Protective Services  
SOH-Systems of Hope  
TRIAD-a consortium of 3 county agencies

CYS - Community Youth Services

HHS -City of Houston Health and Human Services -

# Kashmere

## School based

# Program

## Time Lines

	Expected completion date	Person/Agency Responsible	Tracking Notes
<b>Wraparound Project</b>			
Accept referrals and begin school based services	11/16/2009	SWAP Project Coordinator & staff	
Conduct weekly team meetings with staff	On going from hire date	SWAP Project Coordinator & staff	
Begin parent support groups in schools and City Multi-service center	Monthly beginning 12/1/09	SWAP staff & SOH Family coordinator	
Begin Youth Advocacy/Leadership groups in schools and City Multi-service center	Monthly beginning 12/1/09	SWAP staff & SOH Youth coordinator	
Data collection for funding source	Ongoing from 11/16/09	SWAP Project Coordinator	
Quarterly Collaborative Partner Meetings	Beginning in the month of September 2009	HCPS- CYS, TRIAD, SOH, City HHS	
Advocacy & promotion of children's mental health	Ongoing beginning 1/1/10	All agencies and staff	
Grant writing for additional funding opportunities	Ongoing - as appropriate sources are identified and become available	HCPS	
Begin planning for YES Medicaid Waiver	2/1/2010	HCPS- CYS, TRIAD, SOH, City HHS & MHMRA	

HCPS - Harris County Protective Services  
 SOH-Systems of Hope  
 TRIAD-a consortium of 3 county agencies

CYS - Community Youth Services

HHS -City of Houston Health and Human Services -

# Children's Mental Health Services for Houston/Harris County

## Budget template

\*Applicants should follow budget instructions detailed in the RFP (Section F, subsection 5).

### Proposed budget for Year 1

Categories	Hogg Foundation Funds	Other (a)	Funds	TOTAL
<b>Personnel (b)</b>				
Staff name / position (% time)				
Care Coordinator (100%) HCPS Team 1	\$42,000.00			\$42,000.00
Parent partner (100%) HCPS Team 1	\$37,000.00			\$37,000.00
Care Coordinator (100% x 11 mos) HCPS Team 2	\$38,500.00			\$38,500.00
Parent partner (100% x 11 mos) HCPS Team 2	\$33,916.67			\$33,916.67
Youth Services Specialist (CYS) HCPS	\$42,922.44			\$42,922.44
Youth Services Specialist (CYS) HCPS	\$42,922.44			\$42,922.44
Project Coordinator(100%) HCPS	\$60,097.56			\$60,097.56
LPHA (100%) MHMRA	\$55,200.00			\$55,200.00
Total Salaries	\$352,559.11			\$352,559.11
<b>Fringe</b>				
HCPS/CYS HCPS - 31.01%				
FICA(7.65%)	\$22,747.97			\$22,747.97
Group Insurance(13.2%)	\$39,251.40			\$39,251.40
Worker's Comp(.21%)	\$624.45			\$624.45
Retirement(9.64%)	\$28,665.42			\$28,665.42
Supplemental Death(.31%)	\$921.81			\$921.81
Total HCPS Fringes	\$92,211.05			\$92,211.05
MHMRA - 25%	\$13,800.00			\$13,800.00
Total Fringes	\$106,011.05			\$106,011.05
<b>TOTAL PERSONNEL (c)</b>	<b>\$458,570.16</b>			<b>\$458,570.16</b>
<b>Contractors (d)</b>				
Family Enrichment	\$300.00			\$300.00
Flexible Funds	\$45,000.00			\$45,000.00
JIFF Annual License Fee	\$400.00			\$400.00
JIFF Screening (\$4.95/client use x 400 clients)	\$1,980.00			\$1,980.00
<b>Travel</b>				
Local Mileage				
HCPS(\$.55/ml. x 5 people x 160 miles x 12 mos.)	\$5,280.00			\$5,280.00
HCPS(\$.55/ml. x 2 people x 160 miles x 11 mos.)	\$1,936.00			\$1,936.00
MHMRA	\$1,500.00			\$1,500.00
<b>Supplies</b>				
Office Supplies (\$125/staff x 8 staff)	\$1,000.00			\$1,000.00
File cabinets (\$204.45/cabinet x 6 cabinets)	\$1,226.70			\$1,226.70
air Card (\$50/mo x 4 Staff x 12 mos)	\$2,400.00			\$2,400.00
air Card (\$50/mo x 2 Staff x 11 mos)	\$1,100.00			\$1,100.00
Printers (\$100/printer x 5 staff)	\$500.00			\$500.00
Child and Adolescent Functioning				
Assessment Scale (\$132/package of 100	\$471.00			\$471.00
x 3 packages plus \$75 shipping and handling)				
<b>Overhead (e)</b>				
Computer (\$2,000/computer x 6 staff)	\$12,000.00			\$12,000.00
Indirect (7%)	\$37,356.47			\$37,356.47
<b>TOTAL (f)</b>	<b>\$571,020.33</b>		<b>\$0.00</b>	<b>\$571,020.33</b>

(a) Include a column for each source of Other Funds and list the name or type of source.

(b) List each staff person or personnel category as a separate row.

(c) Provide the total amount to be spent on all personnel for the proposed program.

(d) List each contractor as a separate row.

(e) Include a row for each type of overhead expense requested (e.g., rent, utilities).

(f) Include totals for each column.

# Children's Mental Health Services for Houston/Harris County

## Budget template

\*Applicants should follow budget instructions detailed in the RFP (Section F, subsection 5).

## Proposed budget for Year 2

Categories	Hogg Foundation Funds	Other (a)	Funds	TOTAL
<b>Personnel (b)</b>				
Staff name / position (% time)				
Care Coordinator (100%) HCPS Team 1	\$44,100.00			\$44,100.00
Parent partner (100%) HCPS Team 1	\$38,850.00			\$38,850.00
Care Coordinator (100%) HCPS Team 2	\$40,425.00			\$40,425.00
Parent partner (100%) HCPS Team 2	\$35,612.50			\$35,612.50
Youth Services Specialist (CYS) HCPS	\$45,068.56			\$45,068.56
Youth Services Specialist (CYS) HCPS	\$45,068.56			\$45,068.56
Project Coordinator(100%) HCPS	\$63,102.44			\$63,102.44
LPHA (100%) MHMRA	\$57,960.00			\$57,960.00
Total Salaries	\$370,187.06			\$370,187.06
<b>Fringe</b>				
HCPS/CYS HCPS - 31.01%				
FICA(7.65%)	\$23,885.37			\$23,885.37
Group Insurance(13.2%)	\$41,213.97			\$41,213.97
Worker's Comp(.21%)	\$655.68			\$655.68
Retirement(9.64%)	\$30,098.69			\$30,098.69
Supplemental Death(.31%)	\$967.90			\$967.90
Total HCPS Fringes	\$96,821.61			\$96,821.61
MHMRA - 25%	\$14,490.00			\$14,490.00
Total Fringes	\$111,311.61			\$111,311.61
<b>TOTAL PERSONNEL (c)</b>	<b>\$481,498.67</b>			<b>\$481,498.67</b>
<b>Contractors (d)</b>				
Family Enrichment	\$300.00			\$300.00
Flexible Funds	\$45,000.00			\$45,000.00
JIFF Annual License Fee	\$400.00			\$400.00
JIFF Screening (\$4.95/client use x 400 clients)	\$1,980.00			\$1,980.00
<b>Travel</b>				
Local Mileage				
HCPS(\$.55/ml x 7 people x 160 miles x 12 mos.)	\$7,392.00			\$7,392.00
MHMRA	\$1,500.00			\$1,500.00
<b>Supplies</b>				
Office Supplies (\$125/worker x 8 staff)	\$1,000.00			\$1,000.00
air Card (\$50/mo. X 6 Staff x 12 mos)	\$3,600.00			\$3,600.00
Child and Adolescent Functioning				
Assessment Scale (\$132/package of 100 x 3 packages plus \$75 shipping and handling)	\$471.00			\$471.00
<b>Overhead (e)</b>				
Indirect (7%)	\$38,019.92			\$38,019.92
<b>TOTAL (f)</b>	<b>\$581,161.59</b>		<b>\$0.00</b>	<b>\$581,161.59</b>

(a) Include a column for each source of Other Funds and list the name or type of source.

(b) List each staff person or personnel category as a separate row.

(c) Provide the total amount to be spent on all personnel for the proposed program.

(d) List each contractor as a separate row.

(e) Include a row for each type of overhead expense requested (e.g., rent, utilities).

(f) Include totals for each column.

# Children's Mental Health Services for Houston/Harris County

## Budget template

*\*Applicants should follow budget instructions detailed in the RFP (Section F, subsection 5).*

### Proposed budget for Year 3

Categories	Hogg Foundation Funds	Other (a) Funds	TOTAL
<b>Personnel (b)</b>			
Staff name / position (% time)			
Care Coordinator (100%) HCPS Team 1	\$46,305.00		\$46,305.00
Parent partner (100%) HCPS Team 1	\$40,792.50		\$40,792.50
Care Coordinator (100%) HCPS Team 2	\$42,446.25		\$42,446.25
Parent partner (100%) HCPS Team 2	\$37,393.13		\$37,393.13
Youth Services Specialist (CYS) HCPS	\$47,322.00		\$47,322.00
Youth Services Specialist (CYS) HCPS	\$47,322.00		\$47,322.00
Project Coordinator(100%) HCPS	\$66,257.56		\$66,257.56
LPHA (100%) MHMRA	\$60,858.00		\$60,858.00
Total Salaries	\$388,696.44		\$388,696.44
Fringe			
HCPS/CYS HCPS - 31.01%			
FICA(7.65%)	\$25,079.64		\$25,079.64
Group Insurance(13.2%)	\$43,274.67		\$43,274.67
Worker's Comp(.21%)	\$688.46		\$688.46
Retirement(9.64%)	\$31,603.63		\$31,603.63
Supplemental Death(.31%)	\$1,016.30		\$1,016.30
Total HCPS Fringes	\$101,662.70		\$101,662.70
MHMRA - 25%	\$15,214.50		\$15,214.50
Total Fringes	\$116,877.20		\$116,877.20
<b>TOTAL PERSONNEL (c)</b>	<b>\$505,573.64</b>		<b>\$505,573.64</b>
<b>Contractors (d)</b>			
Family Enrichment	\$300.00		\$300.00
Flexible Funds	\$45,000.00		\$45,000.00
JIFF Annual License Fee	\$400.00		\$400.00
JIFF Screening (\$4.95/client use x 400 clients)	\$1,980.00		\$1,980.00
Travel			
Local Mileage			
HCPS(\$.55/ml x 7 people x 160 miles x 12 mos.)	\$7,392.00		\$7,392.00
MHMRA	\$1,500.00		\$1,500.00
Supplies			
Office Supplies (\$125/staff x 8 staff)	\$1,000.00		\$1,000.00
air Card (\$50/mo x 6 Staff x 12 mo)	\$3,600.00		\$3,600.00
Child and Adolescent Functioning			
Assessment Scale (\$132/package of 100 x 3 packages plus \$75 shipping and handling)	\$471.00		\$471.00
Overhead (e)			
Indirect (7%)	\$39,705.16		\$39,705.16
<b>TOTAL (f)</b>	<b>\$606,921.81</b>	<b>\$0.00</b>	<b>\$606,921.81</b>

(a) Include a column for each source of Other Funds and list the name or type of source.

(b) List each staff person or personnel category as a separate row.

(c) Provide the total amount to be spent on all personnel for the proposed program.

(d) List each contractor as a separate row.

(e) Include a row for each type of overhead expense requested (e.g., rent, utilities).

(f) Include totals for each column.

# Children's Mental Health Services for Houston/Harris County

## Budget template

\*Applicants should follow budget instructions detailed in the RFP (Section F, subsection 5).

### Proposed budget for Year 1-3

	YR 1	YR 2	YR 3		
Categories	Hogg Foundation Funds	Hogg Foundation Funds	Hogg Foundation Funds	Other Funds (a)	TOTAL
<b>Personnel (b)</b>					
Staff name / position (% time)					
Care Coordinator (100%) HCPS	\$42,000.00	\$44,100.00	\$46,305.00		\$132,405.00
Parent Partner (100%) HCPS	\$37,000.00	\$38,850.00	\$40,792.50		\$116,642.50
Care Coordinator (100% x 11 mos) HCPS Team 2	\$38,500.00				\$38,500.00
Parent Partner (100% x 11 mos) HCPS Team 2	\$33,916.67				\$33,916.67
Care Coordinator (100%) HCPS Team 2		\$40,425.00	\$42,446.25		\$82,871.25
Parent Partner (100%) HCPS Team 2		\$35,612.50	\$37,393.13		\$73,005.63
Youth Services Specialist (CYS) HCPS	\$42,922.44	\$45,068.56	\$47,322.00		\$135,313.00
Youth Services Specialist (CYS) HCPS	\$42,922.44	\$45,068.56	\$47,322.00		\$135,313.00
Project Coordinator(100%) HCPS	\$60,097.56	\$63,102.44	\$66,257.56		\$189,457.56
LPHA (100%) MHMRA	\$55,200.00	\$57,960.00	\$60,858.00		\$174,018.00
Total Salaries	\$352,559.11	\$370,187.06	\$388,696.44		\$1,111,442.61
<b>Fringe</b>					
HCPS/CYS HCPS - 31.01%					
FICA(7.65%)	\$22,747.97	\$23,885.37	\$25,079.64		\$71,712.98
Group Insurance(13.2%)	\$39,251.40	\$41,213.97	\$43,274.67		\$123,740.04
Worker's Comp(.21%)	\$624.45	\$655.68	\$688.46		\$1,968.59
Retirement(9.64%)	\$28,665.42	\$30,098.69	\$31,603.63		\$90,367.74
Supplemental Death(.31%)	\$921.81	\$967.90	\$1,016.30		\$2,906.01
Total HCPS Fringes	\$92,211.05	\$96,821.61	\$101,662.70		\$290,695.36
MHMRA - 25%	\$13,800.00	\$14,490.00	\$15,214.50		\$43,504.50
Total Fringes	\$106,011.05	\$111,311.61	\$116,877.20		\$334,199.86
<b>TOTAL PERSONNEL (c)</b>	<b>\$458,570.16</b>	<b>\$481,498.67</b>	<b>\$505,573.64</b>		<b>\$1,445,642.47</b>
<b>Contractors (d)</b>					
Family Enrichment	\$300.00	\$300.00	\$300.00		\$900.00
Flexible Funds	\$45,000.00	\$45,000.00	\$45,000.00		\$135,000.00
JIFF Annual License Fee	\$400.00	\$400.00	\$400.00		\$1,200.00
JIFF Screening (\$4.95/client use x 400 clients)	\$1,980.00	\$1,980.00	\$1,980.00		\$5,940.00
<b>Travel</b>					
Local Mileage					
HCPS(\$.55/ml/ x 5 people x 160 miles x 12 mos.)	\$5,280.00				\$5,280.00
HCPS(\$.55/ml. x 2 people x 160 miles x 11 mos.)	\$1,936.00				\$1,936.00
HCPS(\$.55/ml. x 7 people x 160 miles x 12 mos)		\$7,392.00	\$7,392.00		\$14,784.00
MHMRA(\$.55/ml x 227.27 miles x 12 mos.)	\$1,500.00	\$1,500.00	\$1,500.00		\$4,500.00
<b>Supplies</b>					
Office Supplies (\$125/staff x 8 staff)	\$1,000.00	\$1,000.00	\$1,000.00		\$3,000.00
File cabinets(\$204.45 /cabinet x 6 cabinets)	\$1,226.70				\$1,226.70
Air Card (\$50/mo x 4 Staff x 12 mos)	\$2,400.00				\$2,400.00
Air Card (\$50/mo x 2 Staff x 11 mos)	\$1,100.00				\$1,100.00
Air Card (\$50/mo x 6 staff x 12 mos)		\$3,600.00	\$3,600.00		\$7,200.00
Printers (\$100/printer x 5 staff )	\$500.00				\$500.00
Child and Adolescent Functioning					
Assessment Scale (\$132/package of 100 x 3 packages plus \$75 shipping and handling)	\$471.00	\$471.00	\$471.00		\$1,413.00
<b>Overhead (e)</b>					
Computer (\$2,000/computer x 6 staff)	\$12,000.00				\$12,000.00
Indirect (7%)	\$37,356.47	\$38,019.92	\$39,705.16		\$115,081.55
<b>TOTAL (f)</b>	<b>\$571,020.33</b>	<b>\$581,161.59</b>	<b>\$606,921.80</b>	<b>\$0.00</b>	<b>\$1,759,103.72</b>

(a) Include a column for each source of Other Funds and list the name or type of source.

(b) List each staff person or personnel category as a separate row.

(c) Provide the total amount to be spent on all personnel for the proposed program.

(d) List each contractor as a separate row.

(e) Include a row for each type of overhead expense requested (e.g., rent, utilities).

(f) Include totals for each column.

## **HARRIS COUNTY PROTECTIVE SERVICES FOR CHILDREN AND ADULTS:**

### **Kashmere School-based Wraparound Project (SWAP)**

#### **3-year Budget Narrative:**

#### **PERSONNEL COSTS**

##### **Care Coordinators:**

The Care Coordinator serves as the liaison between the family, the Systems of Hope program, and community agencies. The Care Coordinator is responsible for facilitating child and family teams, coordinating services provided to assigned families, and the development and maintenance of linkages with community resources.

**One (1) FTE Care Coordinator (current position) 100% assigned to grant:** The current full-time Care Coordinator position is funded until October 24<sup>th</sup>, 2009. Funding is needed for 11 months in year 1. The monthly salary for this position is \$3,500 per month, for 11 months, totaling \$38,500 in Year 1. In Year 2, with a 3% standard Harris County Cost of Living increase and a 2% annual anniversary increase the salary is \$40,425. In Year 3 with a 3% standard Harris County Cost of Living increase and a 2% annual anniversary increase the salary is \$42,446.25.

**The total for this Care Coordinator for three years is \$121,371.25**

**One (1) FTE Care Coordinator (new position) 100% assigned to grant:** The salary for this new full-time Care Coordinator position is \$42,000 for 12 months = \$42,000 for Year 1. In Year 2, with a 3% standard Harris County Cost of Living increase and a 2% annual anniversary increase the salary = \$44,100. In Year 3, with a 3% standard Harris County Cost of Living increase and a 2% annual anniversary increase the salary = \$46,305.

**The total salary for this Care Coordinator for three years = \$132,405.**

**The total salaries for two full-time Care Coordinators for three years = \$253,776.25**

##### **Parent Partners:**

The Parent Partner provides support to families and advocates for children referred to the Systems of Hope Project. Experience needed includes two years of working with a multiagency staff and being a caregiver of a child/adolescent with a serious emotional or behavioral disorder.

**One (1) FTE Parent Partner Position (current position) 100% assigned to grant:** The current full-time Parent Partner position is funded until October 24<sup>th</sup>, 2009. Funding is needed for 11 months in Year 1. The monthly salary for this position is \$3,083.33 per month, for 11 months, totaling \$33,916.67 in Year 1. In Year 2, with a 3% standard Harris County Cost of Living increase and a 2% annual anniversary increase the salary is \$35,612.50. In Year 3 with a 3% standard Harris County Cost of Living increase and a 2% annual anniversary increase the salary is \$37,393.13.

**The total salary for this full-time Parent Partner for three years is \$106,922.30**



**One (1) FTE Parent Partner Position (new position) 100% assigned to grant:** The salary for this new full-time Parent Partner position is \$37,000 for 12 months = \$37,000 for Year 1. In Year 2, with a 3% standard Harris County Cost of Living increase and a 2% annual anniversary increase the salary is \$38,850.00. In Year 3, with a 3% standard Harris County Cost of Living increase and a 2% annual anniversary increase the salary is \$40,792.50.

**The total salary for this full-time Parent Partner for three years is = \$116,642.50**

**The total salaries for two full-time Parent Partners for three years = \$223,564.80**

**Youth Service Specialists:**

**Two (2) FTE Youth Service Specialists/CYS Workers - 100% assigned to grant** will provide community based services to address the social, economic, and academic needs of students that have been identified as at risk or in need of services. CYS provides alternatives to problems in a free voluntary, easily accessible way. Accepts referrals from participating schools connected with the Kashmere SWAT program.

In Year 1, the monthly salary for each position is \$3,576.87 per month, including a cell phone allowance of \$30 per month, for 12 months, totaling \$42,922.44 each.

In Year 2, with a 3% standard Harris County Cost of Living increase and a 2% hire date anniversary increase the monthly salary is \$3,757.86, totaling \$45,068.56 each for the year.

In Year 3, with a 3% standard Harris County Cost of Living increase and a 2% hire date anniversary increase the monthly salary is 3,943.50, totaling \$47,322.00 each for the year.

**Total salary per Youth Service Specialist for three years = \$135,313.00. Total salaries for two full-time Youth Service Specialists for 3 years = \$270,626.00.**

**Project Coordinator:**

**One (1) FTE Project Coordinator 100% assigned to grant** is responsible for implementation, monitoring and oversight of the entire SWAP project. Research indicates that a major factor in staff retention is good supervision. Along with this research, the Council of Accreditation (which accredits HCPS) standards state that there should be a low ratio of supervisor to staff (1:8-12) This project has a total of 7 grant staff and 2 additional SAMHSA paid staff requiring a new supervisory position. In addition, with the start up of a new program it is imperative that a full time administrative level person is available to provide leadership and direction. This position provides ongoing supervision to staff, training and technical assistance to the school staff, community resources and is responsible for project data collection and coordination and provides collaboration with other Harris County Agencies and project partners. A Master's degree is required.

In Year 1, the monthly salary for this position is \$5,008.13 per month, including a cell phone allowance of \$30 per month, for 12 months, totaling \$60,097.56

In Year 2, with a 3% standard Harris County Cost of Living increase and a 2% hire date anniversary increase the monthly salary is \$5,261.54, totaling \$63,138.50.

In Year 3, with a 3% standard Harris County Cost of Living increase and a 2% hire date anniversary increase the monthly salary is \$5,521.46, totaling \$66,257.56.

**Total salary for one full-time Project Coordinator for three years is \$189,457.56.**

**LPHA:**

**One (1) FTE TRIAD Mental Health Licensed Professional of the Healing Arts (LPHA) 100% assigned to grant** will be hired to provide mental health counseling. This will be a master's level licensed clinician who will provide in-home, or school/office-based family counseling and therapy to referred youth and families. The LPHA will be responsible for assessments, clinical intervention and other mental health services. This is a MHMRA position that is assigned to work with the TRIAD program.

In Year 1, the annual salary for this position is \$55,200.00 per month, for 12 months.

In Year 2, with a 3% standard Cost of Living increase and a 2% hire date anniversary increase the total salary is \$57,960.00.

In Year 3, with a 3% standard Cost of Living increase and a 2% hire date anniversary increase the total salary is \$60,858.00.00.

**Total salary for one full-time LPHA for three years is \$174,018.00.**

**TOTAL SALARY COSTS:**

**\$ 352,559.11 for Year 1**

**\$370,187.06 for Year 2**

**\$388,696.44 for Year 3**

**\$1,111,442.61 for 3 years**

**FRINGE BENEFITS :**

All full time HCPS employees are covered for FICA (7.65%), Group Insurance (13.2%), Workers Compensation (.21%), Retirement (9.64%) and Supplemental Death (.31%), totaling 31.01% of salary.

HCPS Total Fringe benefit costs = \$92,211.05 for Year 1; \$96,821.61 for Year 2; \$101,662.70 for Year 3 totaling: \$290,695.36 for three years.

The one MHMRA full time employee has a total fringe benefit package of 25% of salary. MHMRA total fringe benefit costs = \$13,800 for Year 1, \$14,490 for Year 2, and \$15,214 for Year 3 totaling: \$43,504.50 for three years.

**TOTAL FRINGE BENEFIT COSTS,**

**\$106,011.05 for Year 1**

**\$111,311.61 for Year 2**

**\$116,877.20 for Year 3**

**\$334,199.86 for 3 years**

***TOTAL PERSONNEL COSTS: (SALARY & FRINGE)***

***\$458,570.16 for Year 1***

***\$481,498.67 for Year 2***

***\$505,573.64 for Year 3***

***\$1,445,642.47 for 3 years***

**CONTRACTORS:**

Family Enrichment allows families to spend constructive positive time together working on establishing and enhancing their communication and relationships. We anticipate spending \$25/mon for 12 months, total of \$300.00 per year; \$900 for three (3) years

**Total Family Enrichment: \$900.00 for three years.**

Flexible funds for counseling, psychological testing, and other identified family needs. It is important for all services to be culturally and linguistically competent, so at times there is a need for purchased services (contracts) to meet client needs. Flexible funds allow for each individual family's needs to be met.

\$45,000 per year, \$135,000 for three (3) years.

**Total Flex Funds \$135,000**

***Juvenile Inventory for Functioning (JIFF)***

The Juvenile Inventory for Functioning (JIFF) is a licensed screening tool developed by Dr. Kay Hodges. To utilize the validated instrument, there is a licensing fee/contract.

Annual licensing fee of \$400.00; total of \$1,200.00 for three years

The JIFF is a web based application. Unit cost is \$4.95 per use; anticipate screening 400 youth per year (200 per CYS worker) Funding request for three years; 400/year x \$4.95 each = \$1,980/year = total \$5,940.00 for three years..

**Total Juvenile Inventory for Functioning (JIFF) \$7,140.00 for three years**

***TOTAL CONTRACTOR COSTS: \$47,680.00 per year. Funds are needed for all three years, totaling \$143,040.00***

**TRAVEL:**

**Local Mileage:**

Seven full-time project staff will coordinate activities and provide services at client homes, schools and various community sites in the targeted area.

Year 1: five (5) staff will travel locally 160 miles each per month; 5 people x 160 miles x 12 months x \$.55 per mile = \$5,280.00 for Year 1 (includes parking and tolls,)

Year 1: two (2) staff will travel locally 160 miles each per month; 2 people x 11 months x \$.55 per mile = \$1,936.00 for Year 1 (includes parking and tolls)

Years 2 and 3: seven (7) staff will travel locally 160 miles each per month; 7 people x 12 months x \$.55 per mile = \$7,392/ year for Years 2 and 3 = \$ 14,784.00 (includes parking and tolls )

The TRIAD Mental Health MHMRA staff will travel locally 227.27 miles each month; 1 person x 12 months x \$.55 per mile = \$1,500.00 / year (includes parking and tolls); total = \$4,500 for Years 1, 2 and 3.

**Total Travel Year 1 = \$8,716.00**

**Total Travel for Years 2 and 3: \$8,892.00 each year, total \$17,784.00**

**Total Travel for three (3) years: \$26,500.00**

**SUPPLIES:**

Office supplies include, but are not limited to, items such as pencils, pens, file folders, staplers, copy paper, etc. Office supplies are budgeted at \$125/year for 8 staff:

2 Care Coordinators

2 Parent Partners

2 Youth Service Specialists

1 Project Coordinator

1 LPHA

Office Supplies: 8 staff x 125/mo. x 12 mos. = \$1,000 per year

**Total office supplies: \$3,000 for 3 years**

Purchase of six (6) locking file cabinet for staff storage of client files and other confidential information: \$204.45 per cabinet for six (6) staff.

1 Care Coordinator

1 Parent Partner

2 Youth Service Specialists

1 Project Director

1 LPHA

Locking file cabinets: 6 staff x \$204.45 per cabinet = \$1226.70. This is a one time expense to be purchased during Year 1.

**Total file cabinets cost: \$1,226.70**

Purchase air card computer access for data entry for 12 months; \$50/mo x 12 months for 4 employees, for Year 1:

1 Care Coordinator

1 Parent partner

2 CYS Workers/Youth Service Specialists

**Air Card costs: \$2,400.00 for Year 1**

Air Cards:

Purchase air card computer access for data entry for 11 months: \$50/mo x 11 months x 2 employees, for Year 1:

1 Care Coordinator

1 Parent Partner

**Air Card costs: \$1,100.00 for Year 1**

Purchase air card computer access for data entry for 12 months; \$50/mo x 12 months for 6 employees for two years (Years 2 & 3):

2 Care Coordinators

2 Parent Partners

2 Youth Service Specialists

**Total Air Card costs: \$3,600 / year, \$7,200.00 for two years**

**Total cost for Air Cards for three years = \$10,700.00**

**Printers:**

Purchase of five (5) printers for use by staff in providing information to clients in the field.

\$100/printer for 5 staff = \$500.00. This is a one time expense to be purchased during Year 1.

1 Care Coordinator

1 Parent partner

2 CYS Workers/Youth Service Specialists

1 LPHA

**Total for printers = \$500.00**

**Assessment supplies – CAFAS**

*Child and Adolescent Functioning Assessment Scale (CAFAS)* License fee included with JIFF license purchase. Both instruments were developed by Dr. Kay Hodges and are both available for the same licensing fee.

CAFAS is a paper form that is copywrited and completed by trained and certified staff. Unit cost \$132.00 per package of 100; anticipate use for pre and post assessment for up to 150 youth per year. Purchase of 3 packages of 100 = \$396.00 per year plus \$75.00 shipping expense. Request funding for three years, \$471.00 per year for three years - \$1,413.00 total

**Total for Assessment for three years: \$1,413.00**

**TOTAL SUPPLY COSTS:**

**\$6,697.70 for first year**

**\$5,071.00 for second and third years**

**\$16,839.70 for three years**

**OVERHEAD:****Technology/Computers:**

Computers are necessary for program operation including the collection and reporting of data for evaluation purposes. Computers will be used for data entry, client services, and other job functions.

Purchase of six (6) laptop computers with docking stations at \$2,000.00 each for 6 staff:

- 1 Care Coordinator
- 1 Parent Partner
- 2 Youth Service Specialists
- 1 Project Coordinator
- 1 LPHA

The equipment will be Latitude E6400, Intel Core 2 Duo P8400, 2.26GHz, 1066MHz 3M L2 Cache, Dual Core @ \$1500 each

E-dock station and monitor @ \$500 each

Each unit is \$2,000 x 6 units = \$12,000. This is a one time expense to be purchased during the first year of funding.

**Total for computers = \$12,000**

**Indirect Cost:**

HCPS will be the fiscal agent for this grant. This requires agency support from a variety of departments including, but not limited to: Human Resources, information technology, payroll, accounting and administration. In addition, office space and other office requirements will be provided as in-kind contributions. An indirect cost allocation will provide a very small amount of revenue to assist with all of these support services.

Request to fund overhead (indirect costs) of \$37,256.47 for Year 1, \$38,019.92 for Year 2, and \$39,705.16 for Year 3, totaling \$115,081.55 for 3 years. Indirect cost is based on the direct cost total multiplied by 7%. The Federally approved indirect cost rate for Harris County Protective Services for Children and Adults is 26.4%.

**TOTAL INDIRECT COSTS: \$115,081.55 for three years**

**TOTAL OVERHEAD COSTS:****ANNUAL AND TOTAL BUDGETS:**

Year 1 Total Budget:	\$571,020.33
Year 2 Total Budget:	\$581,161.59
Year 3 Total Budget:	\$606,921.80

**TOTAL BUDGET: \$1,759,103.72 (3 YEARS)**



## HOUSTON INDEPENDENT SCHOOL DISTRICT

HATTIE MAE WHITE EDUCATIONAL SUPPORT CENTER  
4400 WEST 18th STREET • HOUSTON, TEXAS 77092-8501

**ABELARDO SAAVEDRA, Ph.D.**  
*Superintendent of Schools*

**Cynthia Wilson**  
*Regional Superintendent*  
*North Region Office*  
Tel: 713-671-4530 • Fax: 713-671-4549

June 8, 2009

Janis Bane, Director  
Harris County Systems of Hope  
6300 Chimney Rock  
Houston, Texas 77081

Dear Ms. Bane,

As North Region Superintendent for Houston Independent School District, it is my pleasure to offer this letter of support for your application for funding to provide mental health services and supports to students and families. These valuable services will help provide the needed comprehensive continuum of care for our students.

The youth at Kashmere High School have benefited from services using a System of Care approach for three years. The extension of this model to include the feeder pattern of Kashmere High School will improve access to much needed services for students experiencing serious emotional and behavioral problems. The community surrounding these schools has a high rate of poverty and limited resources to assist children and youth in developing productive coping skills.

A partnership between the schools and community services has proven to be effective at Kashmere High School. We look forward to extending our partnership in the future.

Sincerely,

  
Cynthia Wilson  
North Region Superintendent



**CITY OF HOUSTON**  
Department of Health and Human Services

**Bill White**

Mayor

Stephen L. Williams, M.Ed., M.P.A.  
Director  
Houston Department of Health  
and Human Services  
8000 N. Stadium Drive  
Houston, Texas 77054-1823

T. 713.794.9311  
F. 713.798.0862  
[www.houstonhealth.org](http://www.houstonhealth.org)

June 17, 2009

Janis Bane, Director  
Harris County Systems of Hope  
6300 Chimney Rock  
Houston, Texas 77081

Dear Ms. Bane:

As you are aware, I have personally worked, with Harris County Community Youth Services and Houston I.S.D. since 2005 to establish a System of Care at Kashmere High School as part of its Full Service Community School initiative. We completed the plan for a school-based wraparound process at the end of 2005, and began implementation in February of 2006. The resulting three years of experience in working with the Kashmere Gardens community and our partners have garnered many successes, challenges and lessons.

Successes are evident in the anecdotal and statistical data of increased attendance, better overall grades, fewer discipline problems and improved attitudes about school and the future, in those students (and families) that we have worked with. Our primary challenge (and resulting lesson) lies in our need to begin working with students at earlier ages, and to be able to provide a continuum of care throughout their K-12 experience. Therefore, I enthusiastically support your application for funding to provide mental health services and supports to students and their families within the entire Kashmere feeder pattern.

While there may be several communities in the Houston area with similar high poverty rates, and few community resources, this community offers a unique opportunity to utilize grant funds to build upon and improve an existing and mostly successful program design.

I look forward to our continued partnership as we work to improve the academic and life opportunities for the students of Kashmere Gardens.

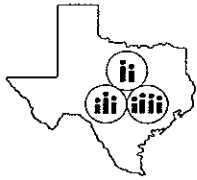
Sincerely,

A handwritten signature in cursive script, reading "Stephen L. Williams".

Stephen L. Williams, M.Ed., M.P.A., Director  
Houston Department of Health and Human Services

SLW/sms





## Houston Federation of Families For Children's Mental Health

June 12, 2009

Janis Bane, Project Director  
Systems of Hope  
6300 Chimney Rock Road  
Houston, Texas 77081

Dear Ms Bane:

It is my pleasure to support school based mental health for the elementary and middle schools in the Kashmere High School feeder pattern in Houston, Harris County, Texas. We at the Houston Federation of Families for Children's Mental Health (Houston FFCMH) work with families to improve the lives of their children with mental illness, we have been inspired by the tireless efforts of the leadership of the Systems of Hope. We have worked with SAMHSA Statewide Family Network as well as the TIFI grant sites for the past 9 years, and can state whole heartedly that this is the only organization appropriate to meet the support and advocacy needs of children with mental disorders and their families. They never fail to provide us with state of the art information regarding evidence-based practices, systems of care and the wraparound process.

The Houston FFCMH have active family representatives who participate in policy, and planning teams throughout the community, interact with local child serving agencies, and facilitate parent support groups in conjunction with local agencies. We also stress family voice and choice and even though we are few in number we have been able to develop a regional respect with professionals for our efforts. Our members have acquired the skills and confidence to perform this work through the support of family-run organizations in the state. Families understand families, and the work that has been done in Harris County by the Systems of Hope also proves that together, families, professionals and agencies, working together can improve services through out the community.

In conclusion our family run organization holds to the goals of the Presidents New Freedom Commission which states "Consumers and families with children with serious emotional disturbances have a key roll in expanding the mental health care delivery workforce and creating a system that focuses on recovery." Families who have faced the challenges of rearing a child with mental illness, and who have advocated to find appropriate services and supports for their child and who have worked hand in hand with professionals and child serving agencies to improve services for families should be your number one consideration.

Very sincerely,

Barbara Sewell  
Executive Director

18203 Carriage Lane.  
Nassau Bay, TX 77058  
Email: [bse2272@aol.com](mailto:bse2272@aol.com)  
Houston FFCMH support letter SOH (2)

Phone: 281-335-5600  
Cell: 281-773-4456  
Web Site: [www.ffcmh.org](http://www.ffcmh.org)

## **Montgomery Family's experience with Harris County Systems of Hope/Wraparound**

My name is Latrina Montgomery and I would like to briefly share our experience with Systems of Hope/Wraparound.

February 2006 was a very bleak year for me and my children Kayla 16, Alex 15 and Brandon 12. I at one time had a good job, a nice home and things were good. Suddenly, I was laid off. I looked for work and used the meager savings I had accumulated to keep us afloat as long as I could. I finally lost my car so it became more difficult for me to look for work. Ultimately I lost our home and had to move in with relatives. I put our furniture in storage until I could no longer pay for it losing it all. We ultimately lived on my disabled sons SSI check. I have a good family and for the most part we stick together. Things however change when we are all accustomed to living in individual family units and now we have to share a space. Let us say that it gets old quickly, even in the best of circumstances. Well that is what happened to us. The tension got so bad that we decided to move into a small duplex with no furniture because it would at least be ours.

We were elated to be in our own home again. But over the months, living without took its toll on all of us just barely getting our basic needs met. Kayla and Alex whose grades had always been good spiraled downward. The behavior of both my girls especially Alex became problematic. We were all in the state of depression. I was over whelmed and did not know which way to turn. By chance and the grace of God I came in contact with Kashmere High schools Wrap around program and our angel Ms. Porter. She shared with us what the Wraparound process was about and how it focused on the family's strengths to achieve the goals of the family. We as a family unit were game and were eager to start!

Ms. Porter quickly accessed our family's needs and asked what our goals were and assisted us in setting a plan in motion. Within a week, we had a refrigerator and stove because as we were using a small micro wave to warm food and a Styrofoam cooler were I had to ride the bus daily to purchase ice to keep food cool for my family. A week later, we had beds for all to sleep. A couple of weeks after that we had living and dining room furniture provided by Wraparound and donations that Ms. Porter solicited. Things were looking up. We had our weekly Team meetings to stay on top of where we wanted to go as a family. But there were still problems and issues. I needed a job but could not actively look for one because I could not get my son Brandon into school because of his special needs. Ms. Porter advised me that his home school according to HISD policy

had to accommodate him while they were looking for a school that could address his special needs. Within a week of alerting Ms. Porter to this situation, she accompanied me to the nearest school and coached me to advocate for my son. HISD accepted my son into Key Middle school with front door transportation until an appropriate school was identified to meet his needs. This freed me up to now look for work. Ms. Porter assisted me with updating my resume and even contacted a prospective employer on my behalf. This effort resulted in me interviewing a landing a job with HISD which after two years I am still employed.

SOH/Wraparound assisted my family with various needs as they occurred such as counseling for my daughters, utility/rental assistance and even food when the need arose being mindful to empower me to look to my church, community, family and other resources. My family has participated in the Wraparound process for a little over two years and I am proud to say that both of my daughters have graduated high school and college bound. Kayla was accepted at North Arizona State and Alex will be attending the Art Institute to study Culinary Arts. I myself have just completed FASFA documents so that I can earn my bachelors degree.

Wraparound/Systems of Hope have been very beneficial to my family. They truly listened to us unlike any other agency. We had a voice of where our family wanted to go and what our needs and goals were.

I would recommend families that are struggling work with Harris County Systems of Hope/Wraparound because they truly care and can help make a difference. I believe this so much, that I am actively working with my assigned Parent Partner, the Key Middle School Parent Partner as well as Ms. Sewell with Federation of Families to help develop our community. This program works! There so so many families in this community that could benefit just as my family did.

I will be happy to speak at any meeting /conference to tell about my families experience with this wonderful agency.

Sincerely,

LaTrina Montgomery



# the council on Alcohol and Drugs Houston <sup>501</sup>

June 18, 2009

Octavio N. Martinez, Jr.  
Hogg Foundation for Mental Health  
The University of Texas at Austin  
P. O. Box 7998  
Austin, Texas 78713-7998


Dear Mr. Martinez:

The Council on Alcohol and Drugs Houston is pleased to support Harris County Children's Protective Services's (HCCPS), Systems of Hope proposal to provide mental health services to school-aged children in the Kashmere High School feeder pattern of the Houston Independent School District. HCCPS Systems of Hope truly represents the Systems of Care philosophy and is well-positioned to ensure these funds are used appropriately, effectively and efficiently. HCCPS Systems of Hope will refer children, ages 0-5, who may have been substance-exposed or who are currently being impacted by a parent's/caregiver's substance abuse to The Council. The Council will refer children with severe emotional disturbances, who attend school in the Kashmere High School feeder, to HCCPS Systems of Hope. Both agencies also agree to provide the other with training related to their areas of expertise.

The mission of HCCPS Systems of Hope fits well with The Council's own mission to keep our community healthy, productive and safe by providing services and information to all who may be adversely affected by alcohol and drugs. Founded in 1946, The Council has a rich history of community collaboration and providing substance abuse and mental health services for specialized populations. The Council and HCCPS Systems of Hope have a longstanding, supportive relationship. We have collaborated on providing mental health and substance abuse services and remain in dialogue to ensure clients receive efficient and effective clinical services and to prevent duplication of efforts.

The Council looks forward to working with HCCPS Systems of Hope and appreciates the Hogg Foundation for Mental Health's interest in early childhood mental health services.

Sincerely,



William "Mel" Taylor  
President & CEO

2523 Palace Drive  
Stafford, Texas 77477

Phone: 713-819-8006  
E-mail:  
Janis.bane@cps.hctx.net

## ***Janis Bane***

### ***PROFESSIONAL QUALIFICATIONS***

#### ***2004 to Present: Harris County Protective Services for Children and Adults***

##### **Project Director, Systems of Hope**

Administrator of SAMHSA grant designed to transform the delivery of mental health services provided for Harris County children with severe emotional disturbance and their families. The Systems of Hope is a collaborative program partnering with other youth and family serving agencies in the community such as Harris County Juvenile Probation Department, Texas Department of Family and Protective Services, Mental Health and Mental Retardation Authority of Harris County, City of Houston Health and Human Services and DePelchin's Children's Center.

##### **Program Specialist**

Assigned to Administrative office of this Harris County agency. Duties include representing the agency at collaborative organizations, assisting with legislative agenda items and administrative duties as assigned. Participated in the Homeless Youth Network, One Voice Behavioral Health Workgroup, and chair of the Harris County Jail Diversion Task Force.

##### **Guardianship Program**

Manager of the specialized Clinical Case Manager Unit consisting of caseloads comprised of seriously mentally ill wards and the Contract Manager. Facilitated meetings of CARE, an interagency council, based on the Community Resource Coordination Group model. Developed the Forensic Case Manager Position to work with adult incapacitated seriously mentally ill wards of the county who interact frequently with the criminal justice system.

#### **1986 to 2004: Harris County Community Supervision and Corrections Department**

##### **Branch Director Special Programs**

Manager of Special Programs Region supervising approximately 55 staff, responsible for probationers on specialized caseloads including the Mental Health Specialized Caseloads, the Substance Abuse Treatment Caseloads, the Domestic Violence Caseloads, the Residential Treatment, SAFPF, and Boot Camp Aftercare Caseloads. Supervised the manager of the Victims Unit. Participated in the expansion of the TCOOMMI Mental Health initiative. Served on CJAD Mental Health Standards Committee.

2523 Palace Drive  
Stafford, Texas 77477

Phone: 713-819-8006  
E-mail:  
Janis.bane@cps.hctx.net

## ***Janis Bane***

### **Branch Director Program Development**

Reported to the Director managing projects involving program development, program evaluation and enhancement of existing programs, including Project Spotlight and the Gang Specialized Caseload.

### **Assistant to the Deputy Director Residential Division**

Worked with the Deputy Director to establish the Corrections Officer Academy through the University of Houston and provide administrative support for 2000 bed residential division. Developed the Ombudsman office and worked with the media on public information matters.

### **Training Unit Supervisor**

Supervised Training Unit and Victims Unit. Served on Community Justice Plan Committee. CJAD resource trainer providing state mandated Certification and Strategies for Case Supervision training. Coordinated training for 800 staff.

### **Sex Offender Unit Supervisor**

Manager of community supervision officers supervising sex offenders. Served on the Sam Houston State University Sex Offender Registration and Community Notification working group recommending policy changes.

### **Pre-Sentence Investigation Unit Supervisor**

Worked on the development of the PSI unit for 37 criminal courts and provided direct supervision of staff assigned to unit.

### **Program Manager of Court Intermediate Sanctions Facility**

Manager of probation officers and program staff assigned to this 150 bed male facility. Manager of the 66 bed Female Court Intermediate Sanctions Facility. Served as member of CJAD Residential Committee.

### **Probation Officer**

Court Liaison Officer 263<sup>rd</sup> & 228th District Court, Intensive Supervision Program

### ***1981 - 1986: Homemaker***

Spent five years at home with children, Cody and Jeremy, now 27 and 24

### ***1978 - 1981: Harris County Adult Probation***

262<sup>nd</sup> District Court Probation Officer

### ***1975 - 1978: Harris County Child Welfare***

Case Worker Assigned to Burnett-Bayland Children's Home

### ***1974 - 1975: Texas Department of Public Welfare***

Public Welfare Worker

2523 Palace Drive  
Stafford, Texas 77477

Phone: 713-819-8006  
E-mail:  
Janis.bane@cps.hctx.net

## ***Janis Bane***

### ***ADDITIONAL CURRENT PROFESSIONAL ACTIVITIES***

2002 - present: Training Strategies, Inc., Nancy Baird, President. Provide Training Consultant services

August 2007— present: Law Enforcement Management Institute of Texas: Contract for quarterly training and consultant services for State Law Enforcement Command Staff instruction on Leadership and Communication

August 2005—present: Sam Houston State University, College of Criminal Justice, Adjunct Professor: Instructor of CJ 261: Introduction to Criminal Justice, CJ 436: Understanding Human Behavior and CJ 364: Special Needs Offenders

### ***ADDITIONAL CURRENT PROFESSIONAL ACTIVITIES***

2005 - present Chair, Harris County Jail Diversion Task Force

2006 - present One Voice Executive Committee member

2007 - present MHMRA Crisis Services Workgroup member

2008 - present JDAI Risk Assessment Instrument Task Force

### ***EDUCATION***

2003 - 2005: SAM HOUSTON STATE UNIVERSITY  
Masters of Science in Criminal Justice Management

1998 - 1999: UNIVERSITY OF HOUSTON CLEAR LAKE  
Obtained 12 hours toward a Masters of Arts in Behavioral Science

1970 - 1973: UNIVERSITY OF HOUSTON  
Bachelor of Arts in Sociology

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Stafford, Texas 77477

Phone: 713-819-8006  
E-mail:  
Janis.bane@cps.hctx.net

***Janis Bane***

#### **REFERENCES**

**Congressman Ted Poe, Texas 02**  
1605 Longworth Building  
Washington DC, 20515  
Tel: 202-225-6565

**Senator John Whitmire, District 15**  
803 Yale  
Houston, Texas 77007  
Tel: 713-864-8701

**Judge Denise Collins**  
208<sup>th</sup> District Court  
1201 Franklin  
Houston, Texas 77002  
Tel: 713-755-6374

**Elmer Bailey**  
1431 Ashland Street  
Houston, Texas 77008  
Tel: 713-705-5136

**Additional References available upon request**



**RESUME**  
**PAMELA S. SCHAFFER**

**Work Phone: 713-295-2546**

**Educational Background:**

**2005-Present: University of Phoenix, Doctorate in Management and Leadership, in progress.**

**Estimated completion: January 2010**

**2005 University of Phoenix-Houston, Masters in Organizational Management.**

**1991 University of Houston, Graduate School of Social Work, Masters in Social Work, with specialization in social treatment.**

**1975 Trinity University Graduate School, Counseling Psychology program. 39 hours completed.**

**1972 Trinity University, San Antonio, Texas. Bachelors of Arts in Psychology and Sociology.**

**Certifications:**

**1993 Licensed Master Social Worker-Advanced Practitioner. Certified Supervisor.**

**2003 Certified Wraparound Facilitation Trainer**

**Employment History:**

**2008 to Present: Harris County Systems of Hope**

**1985 to 2008: Community Youth Services Program of Harris County Protective Services.**

**1980 to 1985: Big Brothers and Sisters, Baytown Director**

**1975 to 1980: Texas Department of Human Resources, Harris County Child Protective Services**

**1974 to 1975: Mission Road Foundation, San Antonio, Texas**

**Contract Work Experience:**

**2003 to Present: Episcopal Diocese of Texas; Congregational Coach and Trainer**

**1991 to 2008: Independent consultant to families seeking to adopt children.**

**1991 to 1996: New Spirit, Pasadena, Texas. Chemical Dependency counselor**

**1988-1989: Dornon Clinic, Program Manager and Family Counselor**

**Volunteer Positions:**

**2005-2006: Co-chair, System of Care Training Competencies, Texas Integrated Funding Initiative Consortium in Austin**

**2004-2006: Episcopal Diocese of Texas: Executive Board Member**

**2002-2004: Chair, Harris County Alliance for Children and Families**

**RESUME**  
**RANDY WAYNE JOINER**  
**3207 CHRIS DRIVE**  
**HOUSTON, TEXAS 77063**  
**713-266-6964**

**Educational Background:**

University of Tennessee, Memphis, Tennessee, Masters of Science in Social Work, 1982  
University of Mississippi, Oxford, Mississippi, Bachelors of Social Work, 1978

**Certifications:**

Licensed Master Social Worker-Advanced Practitioner, Texas – License # 11787  
Licensed Child Placing Agency Administrator, Texas – Certification # D03778A

**Employment History:**

2009 – Systems of Hope, Harris County Protective Services for Children and Adults: I serve as the Program Services Manger and am directly responsible for the direct service delivery of the program. I manage the Supervisors that are responsible for the daily supervision of the staff (Care Coordinators and Parent Partners) who provide the wrap around services to clients.

2008 – Harris County Protective Services for Children and Adults: I served in a contract position where I developed an assessment tool for the Program to use in determining the appropriateness and safety of the Wards in permanent placement.

1985-2008 – Texas Department of Family and Protective Services: In this capacity I had a number of different positions during my tenure. I started as a CPS caseworker and worked my way up to the Regional Director for Region 6 (13 Counties in Texas including Harris-Houston). I have been in social services management since 1985 and held all levels of management positions.

1985 – Mississippi State Department of Mental Health: I served as a Program Coordinator for Children's Mental Health Services in State of Mississippi. I developed a network of providers public and private to meet the needs for children with mental health issues.

1984 – Jackson Mental Health Center: I served as a mental health therapist providing mental health needs to children and adults.

1983 – University of Mississippi: I served as a Social Work Instructor. This was a contract instructor position for one year. I taught Social Work Management, Social Research and Human Behavior and Development.

1978-1982 – Hinds County Department of Public Welfare: I was a CPS investigator and was responsible for investigating reports of child abuse and neglect.

**RESUME**  
**RANDY WAYNE JOINER**  
**3207 CHRIS DRIVE**  
**HOUSTON, TEXAS 77063**  
**713-266-6964**

**Honors-Awards:**

2006 Team Excellence Award-Honorable Mention, The Children's Assessment Center

2005 Certificate of Recognition, Adrian Garcia, City Council Member, Houston, Texas

2002 (November 19, 2002) Randy Joiner Day, Awarded by Harris County Commissioners Court, Harris County Texas

2002 PRS Employee of the Year, Texas Alliance of Child and Family Services

2001 Commitment Award, Metropolitan One Church One Child of Texas, Inc.

## Andrea Kirkpatrick

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### Objective

Obtain a position that can utilize my skill set to contribute to the ongoing success of the Organization.

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### Experience

**11/06 - current** **Harris County Systems of Hope** **Houston, Tx.**

**Parent Partner**

- Provides family support and advocates for family choice and youth voice during wraparound meetings.
- Facilitates Discovery Visits
- Model to family how to utilize transportation options and assist as needed.
- Coordinates informal supports
- Provides resources to families

**9/04 - 11/06** **Volunteers of America** **Houston, Tx.**

**Community Provider**

- Assist Program with implementing a 7 & 14 Component Curriculum in Elementary Schools, Middle Schools, Apartments, Transitional and Residential Drug rehabilitation Centers.
- Supervise Contract Childcare Staff, and provide Monthly Reports
- Community Outreach, Marketing Presentations, and Recruitment
- Facilitate Strengthening Families Curriculum and Case manage at Risk Youth

**5/00 - 9/04** **P.O.W.E.R. House of Houston** **Houston, Tx.**

**Founder**

- Attend to day to day affairs to ensure Program safety and guidelines were met.
- Designed, Implement, and Developed Program
- Assist with Grant Writing, Marketing, and Partnering with other Community Organizations to reduce duplication of Services.
- Supervise and Trained Staff
- Coordinate Client Services, Facilitate Groups, and Provide Case Management

**3/01 - 5/02** **University Of Texas - Discover Drug Rehabilitation Facility** **Houston, Tx.**

**Resident Monitor / Driver**

- Ensure Client needs were addressed
- Performed Medication Chart Audits, and Dispense Client Medications
- Perform random U.A.'s, and transport to outside Laboratory
- Transport Clients to outside appointments, and 12 Step meetings

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### Education

**Current** **Houston Community College** **Houston, Tx.**

[Degree Obtained] - In Progress

- Associate In Arts

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**References are available on request.**

21046 Normandy Forest Dr. (401)263-8837  
Spring, TX ladykaj@hotmail.com  
77388

## ***Kimberly A. Jones***

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### ***OBJECTIVE***

Currently seeking a career opportunity that will enhance my previous management experience while providing opportunity for professional growth.

### ***QUALIFICATIONS PROFILE***

- Goal-oriented administrator and program coordinator with a strong passion for serving the needs of various marginalized populations.
- Recognized leader who is skilled in consumer advocacy, program planning, and building community support and alliances.
- Proficient in multi-tasking, interpersonal skills, communication, problem solving, and serving as a team player.
- Backed by solid credentials (BA and MS) from reputable institutions in addition to a substantial number of years of professional work experience.

### ***EDUCATION***

- |           |  |            |
|-----------|--|------------|
| 2004-2006 | Springfield College  | Boston, MA |
|           | <b>Organizational Management and Leadership</b>                        |            |
|           | *3.97 cumulative GPA   |            |
| 1990-1998 | Wheaton College  | Norton, MA |
|           | <b>Cultural Anthropology (major) Family Studies (minor)</b>            |            |
|           | *Graduated with Cum Laude Honors                                       |            |
|           | *Strong participation in Black Student Union                           |            |
|           | *Resident Assistant for 2 years  |            |
|           | *Worked for 2 years as a tour guide and assistant admissions counselor |            |

### ***RELEVANT WORK EXPERIENCE***

- |              |  |                |
|--------------|--|----------------|
| 2009-present | Harris County, Child Protective Services   |                |
|              | Systems of Hope  | Houston, TX    |
|              | <b>Care Coordinator</b>  |                |
|              | Facilitate the coordination of community resources for youth with various mental illnesses utilizing the <b>wrap around</b> process. Promote program's mission and values to area key constituents.  |                |
| 2006-2008    | Cathedral of Life Christian Assembly   | Providence, RI |
|              | <b>Executive Assistant to the CEO</b>  |                |
|              | Provided executive level administrative support to the Senior Pastor (CEO) who oversees 3 different congregations totaling over 1100 members   |                |
|              | <b>Program Contributions:</b>  |                |
|              | <ul style="list-style-type: none"><li>• Created/managed various databases, business related correspondence, and provided assistance for sermon preparation.</li><li>• Assisted CEO in chairing "Right to Vote" campaign which successfully reinstated voting rights to</li></ul> |                |

- certain ex-offenders in the state of RI.
- Supervised Ministry Leaders whom managed over 100 program volunteers.
- Managed, taught in, and expanded the educational programming. Course offering increased from 3 to 23 selections in only 18 months.
- Coordinated special events including 2 anniversary celebrations, various theme-related conferences, and ordination services.
- Served as CEO's designee to leaders within the church and the greater RI community.

2003-2006

Initiatives for Human Development Pawtucket, RI

**Program Coordinator**

Promoted from Site Coordinator to Program Coordinator

**Program Contributions as Site Coordinator:**

- Revived afterschool program which trained youth 13-18 years old on how to be socially conscious, advocate, and make meaningful changes.
- Responsible for recruiting vendors, serving as liaison to state funding source, increasing public awareness in various community settings.
- Program received official citation from Governor's office commending the successful work in the community.

**Program Contributions as Program Coordinator:**

- Recruited community sites for program implementation and assisted in public relations for an innovative parenting program for immigrant families.
- Recruited and trained previous participants to become group leaders.
- Worked with local evaluators in collecting data with the goal of this program becoming a recognized national model.

1999-2002

Roxbury Youthworks, Inc.

Boston, MA

**Director of Special Projects**

Promoted 3 times: Counselor Advocate, Site Coordinator, Senior Management

**Program Contributions:**

- Successfully maintained demanding case load of juvenile offenders re-entering the community.
- Quickly promoted to Site Coordinator-responsible for Overseeing community day reporting center for newly released offenders.
- Effectively served as liaison between non-profit vendor and state agency in a tumultuous relationship.
- Responsibilities increased to include programs in female-focused initiatives, diversion projects, and mentoring programs.
- Creatively forged relationships with community partners that enhanced the social development of program participants.

1998-1999

Northeastern Family Institute

Boston, MA

**Shift Supervisor**

Promoted from direct care Staff to Shift Supervisor

**Program Contributions:**

- Managed daily activities of female residents awaiting psychological assessment.
- Often built professional relationships with clients which aided to their successful program completion.
- Supervised Staff of 12 Direct care Workers
- Reported monthly aggregates and other report writing as required

***EXTRACURRICULAR ACTIVITIES***

Active church member, teaching, singing, volunteering

***REFERENCES***

Available upon request

## **Irvin Johnson, Jr.**

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7215 Ridge Oak Drive

Houston, Texas 77088

281 820-8085

johnsonirvin@yahoo.com

### Summary of Qualifications

Cisco Junior College, Cisco, Texas, received 60 hours in Physical Education, 1972

McMurry College, Abilene, Texas, 1974

Diploma in Pastoral Theology, University of St. Thomas School of Theology, 1998

### Experience

#### **CARE COORDINATOR**

*January 2006 - Current*

##### **Harris County Systems of Hope – School-based Wraparound Project**

Responsibilities include: interviewing families to assess their needs; coordinating care team meetings with children and their families; identifying agencies within the community to provide families with needed services; advocating for children through the school system; developing case plans for the families; and generating monthly reports.

#### **PROJECT MANAGER**

*November 2004 – July 2005*

##### **Aldine YOUTH Center**

Managed day to day operations of Aldine YOUTH funded projects, which included the supervision of staff employees and student interns. Planned and developed methods and procedures for implementing and administering projects. Duties included: working directly with families, completing needs assessments on each family, making appropriate referrals to various agencies, and organizing monthly field trips (educational and recreational) geared toward the entire family. Monitored, maintained and managed program budget.

#### **CHILD SUPPORT OFFICER/LOCATE SPECIALIST**

*April 2000 – November 2004*

##### **Attorney General of Texas**

Responsible for desk-top hard locate of parties involved in paternity suites, utilize the TXCSES screen to document findings and generate reissue of service on custodial and non-custodial parents or any third party involved. In addition, prepared court documents and downloaded appropriate court orders for lead attorneys.

#### **CLERK**

*March 1999 – March 2000*

##### **City of Houston Municipal Court**

Responsibilities entailed processing paper work for traffic tickets and issuing warrants and Capias.

## **Irvin Johnson, Jr.**

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### **JUVENILE PROBATION FIELD OFFICER**

***November 1978 – May 1998***

#### **Harris County Juvenile Probation Department**

Responsible for supervising individuals adjudicated delinquent by Harris County Juvenile Courts and responsible for conducting monthly home visits and school checks. Completed needs assessment within 30 days of adjudication and referred families to appropriate community resources as needed. Collaborated with Communities In Schools' personnel to ensure services were rendered to students and their families.

Responsibilities also included writing extensive reports for presentation to District Attorneys, completed amendments and supplements to court reports, generated a WRIT of execution, used the National Crime Information Center (NCIC) and the Texas Crime Information Center (TCIC) for background and personal history checks on families, worked closely with local law enforcement agencies, performed physical surveillance as needed, maintained documentation on each case, entered information into computer database and testified in court proceedings.

### **CHILD CARE WORKER**

***October 1977 – November 1978***

#### **Harris County Youth Village**

Responsibilities included: supervising the activities of juvenile delinquents, providing counseling and discipline when necessary, assisted the Administrators with training for new staff, conducted tours of the facility and supervised staff in the absence of the supervisor.

### **Volunteer Work**

#### **Texas Southern University - Campus Ministry**

***September 2005 – May 2006***

##### **Volunteer**

Provided pastoral care and spiritual development to students, faculty, and staff at Texas Southern University.

#### **Urban Affairs Senior Citizen Center**

***1988-1993***

##### **Volunteer**

Provided social services to Senior Citizen participants which included making referrals to social service agencies, facilitating guest speakers on various topics impacting the lives of seniors, and assisted with arrangement of field trips.



**Etha V. Robinson**  
7006 Foster Street \* Houston Texas \* 77021  
713-747-7154 Home \* 832-444-4961 Voice Mail \*Email: etharobinson@hotmail.com

**PROFILE** A motivated social service professional with experience in Non-Profit Management, Grants Management, Personnel Management, and Direct Service Delivery.

**EDUCATION** Bachelor of Science  
Major: Criminal Justice  
Minor: Psychology  
University of Houston-Downtown

**SKILLS** Proficient in all Microsoft Applications, GED Education, Typing, Ten-Key (by touch)  
Evolv Systems  
**Worked proficiently with the following listed programs: Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG), Supportive Housing Program (SHP), Shelter Plus Care (SPC), and For Kid Sake Galveston County**

**Harris County Systems Of Hope School-Based Wrap Around Program**

**2009-Present**

**Parent Partner**

- Responsible for serving as liaison between the family, the Systems of Hope Program, and community agencies. Approaches, engages, and assists families in crisis. Facilitates child and family teams using the wrap-around process. Consistently meets strict internal and external deadlines. Collaborates and interacts with people from varying backgrounds.
- Responsible for accurately recording information provided by multiple persons and through multiple communications media.
- Responsible for advocating for families and children in a variety of settings. Coordinates services provided to assigned families. Develops and maintains linkage with community resources. Assures compliance with standards developed by the System of Hope policies and procedures and assures that policies and regulations regarding services to families are followed. In-county travel and other duties as required.

**Harris County CPS Truancy Program**

2008-2009

**TIPS Program Facilitator**

- Responsible for preventative intervention for Truancy problems
- Responsible for presentation to students and parents in reference to their Truancy situation

**Professional Experience**

2008-2008

**PSC**

**Payroll Tax Administrator**

- Responsible for tax information for the subsidiary company's
- Contact State Agency, Unemployment Agency and Local Agency in reference to Taxes
- Prepare Reporting Agent Authorization Forms for signature

**Resource and Crisis Center**

2005-2008

**Director of Residential Services**

- Responsible for providing administrative oversight to a 28 bed shelter for women and children who were victims of domestic violence, 24 hour crisis hotline, a HUD funded Supported Housing Scattered Site program for 15 families of disabled homeless clients, and a CDBG rental assistance program for 5 families.
- Responsible for providing direct supervision to 15 employees.
- Ensures that programs are operating in compliance with state and federal mandates.
- Worked with the Executive Director to set priorities and program objectives.
- Worked closely with listed agencies: Galveston CPS, Houston CPS, Galveston Adult and Juvenile Probation, Galveston Housing Authority, Houston MHMRA
- Responsible for all aspects of client service for over 400 clients annually,
- Ensures the delivery of exemplary service, monitors service delivery and responds immediately to facilitate client needs and ensure achievement of the programs goals.
- Works closely with the Executive Director and Board to enhance the organizations role and mission and provide effective resolutions for program difficulties.

**Etha V. Robinson**

**7006 Foster Street \* Houston Texas \* 77021**

**713-747-7154 Home \* 832-444-4961 Voice Mail \*Email: etharobinson@hotmail.com**

- Responsible for the preparation of extensive management reports and confidential records.
- Reviews monthly program statistics and case notes, and prepare detailed evaluation reports per program mandates
- Responsible for the recruitment, and selection of qualified staff to enhance program service.

**Resource and Crisis Center**

**Case Manager**

**2005-2006**

- Responsible for conducting client intakes, assisting Clients applying for Protective Orders, Accessing emergency shelter.
- Provided assistances with accessing Crime Victims Compensation
- Compiled monthly data for grant reporting.
- Managed an extensive and complex caseload of over 30 cases involving family violence.
- Worked directly with clients to identify and assess individual needs and access required services and support, liaising directly with program counterparts to provide information.
- Delivered training programs to promote effective parenting skills, esteem building, and over coming the trauma associated with victimization.
- Worked closely with school administrators to make sure students were provided proper services and privileges

**University of Houston (Downtown) Educational Talent Search Program**

**1999-2005**

**Student Advisor**

- Recruited students for enrolment in the program.
- Conducted motivational groups and workshops to encourage continued enrollment in the program.
- Worked closely with school personnel to stay knowledgeable of adolescents stages of development and problems
- Provided Case Management: Monthly reporting, student tracking and supervision
- Assisted program participants with completing college entrance and financial aid applications
- Conducted intakes to determine eligibility for program participation.
- Served as an advocate for Students/Parents.

**Testing Services**

**2000-2004**

**Supervisor/Testing Proctor (Part-Time)**

- Responsible for supervising a team of Testing Proctors, preparing testing rooms and materials, verifying testers' identification, seating and monitoring testers during the ACT, SAT, GRE, LSAT, and/or any other placement test given at the University of Houston (Downtown) or other designated location(s), completion of proctor evaluation report.

**Upward Bound Program**

**1996-2003**

**Counselor**

- Provided supervision to College Work Study students.
- Conducted program workshops
- Worked closely with school personnel to stay knowledgeable of adolescents stages of development and problems
- Served as a liaison, in an effort to ensure a smooth transition from High School for both students and parents.
- Supervised the JTPA/Houston Works Summer Program and communicated directly with the Houston Works Counselors assigned to UHD.

**Administrative Assistant**

**1996-1999**

- Rendered administrative support to Counselors and Assistant Director
- Screened potential participants for program eligibility.
- Responsible for conducting parent entrance interviews and providing assistance with completing.
- Supervised Houston Works Summer Program students
- Assisted with grant proposal writing

**Specialized Certification/Training**

**Nov 2005**

**For Kids Sake Group Facilitator**

**Dec 2005**

**Presumptive Eligibility Trainee**

**July 2004**

**Harris County Community Youth Services, Safety Net Host Parent**

**2004-Present**

**WRAP Around Trainee with Community Youth Services**

**Etha V. Robinson**

**7006 Foster Street \* Houston Texas \* 77021**

**713-747-7154 Home \* 832-444-4961 Voice Mail \*Email: etharobinson@hotmail.com**

1984-Present      Commissioned Texas Notary

**Volunteerism/Special Organizations**

2005-2008	Galveston Homeless Coalition
2005-Present	Harris County Child Abuse Task Force
2004-Present	Community Youth Services: Safety Net Youth Advisory Committee
2000-Present	Order of Eastern Star
1991-2008	Member of Parent Support Group (VPSG) of Upward Bound
1987-2005	Volunteers in Public School (VIPs) with Houston Independent School District

**DEBORAH N. COLBY, LCSW**  
**TRIAD Program Director**

**EDUCATION**

1980                      **Master of Social Work – Virginia Commonwealth University**  
1973                      **Bachelor of Science – Springfield College**

**PROFESSIONAL EXPERIENCES**

**1999 - Present            HARRIS COUNTY PROTECTIVE SERVICES, Houston, Texas**  
    Triad Program Director - May 2004 – Present  
    Triad Program Manager - November 2001 – May 2004  
    Permanency Planning Team Manager – March 2000 – November 2001  
    Community Youth Services Specialist - September 1999 – March 2000

**1996 - 1999            FLORIDA DEPARTMENT OF JUVENILE JUSTICE (DJJ), Orlando FL.**  
    Program Administrator - Residential Programs 1998- July 1999  
    Superintendent - Orange Detention Center 1996-1998

**1994 - 1996            SUPERVISOR**  
    **Family Advocacy Program (FAP), Naval Training Center**  
    Orlando, Florida

**1993 - 1994            DIRECTOR**  
    **Women's Residential Counseling Center (WRCC)**  
    Orlando, Florida

**1992 - 1993            DIRECTOR OF CHILDREN'S MENTAL HEALTH SERVICES (CMHP)**  
    Tarrant County Mental Health and Mental Retardation  
    Fort Worth, Texas

**1990 - 1993            COLBY, COLBY & ASSOCIATES, INC.**  
    Private Practice - Arlington, Texas

**1986 - 1991            WILLOWCREEK HOSPITAL    Arlington, Texas**  
    Director, Social Services Department, 1990 - 1991  
    Director, Residential Treatment Center, 1988 – 1990  
    Family Therapist 1986 - 1988

**1983 - 1986            CHILD PROTECTIVE SERVICES SPECIALIST (TDPRS)**  
    Fort Worth, Texas

**1980 - 1982            JUVENILE PROBATION OFFICER**  
    Media, Pennsylvania

**1976 - 1978            JUVENILE PROBATION OFFICER**  
    Rocky Mount, Virginia

**1981 - Present           FIELD INSTRUCTOR    Various Schools and Universities**

**PROFESSIONAL LICENSURE**

Texas Department of Health  
    - **Licensed Clinical Social Worker**  
    - **Licensed Marriage and Family Therapist**

## **JAMES NELSON WHITEHEAD, LCSW**

3761 Plumb • Houston, Texas 77005 • Phone: (713) 667-4441 • email: whitehead.james@gmail.com

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### **EDUCATION AND PROFESSIONAL CREDENTIALS**

- Louisiana State University, MSW, Clinical Social Work 1970-1972
- Academy of Certified Social Workers (ACSW) 1974
- Licensed Clinical Social Worker 1983

### **PROFESSIONAL EXPERIENCE**

- New Orleans Mental Health Center (La. State Dept. of Hospitals)- various 1966 - 1970
- Spaulding for Children – Texas, Executive Director/CEO 1980 - 1999
- Christian Child Help Foundation - various 1972 - 1999
- Spaulding for Children, Dir. Texas Collaborative Adoption Network 1999 - 2000
- Harris County Children's Protective Services, 4 C's Permanency Planning Team Convener/Consultant 2000 – 2004
- DePelchin Children's Center, Consultant, Texas Summary Adoption Assessment Scale - IV-E Demonstration Waiver 2000 – 2005
- Harris County Protective Services – Triad Program Manager 2004 - Present

### **OTHER**

- Trustee and Executive Committee, Human Resources Development Foundation, Houston 1975 - 1991
- Field Instructor, University of Houston Graduate School of Social Work 1975 – 1981; 2004 - Present
- Consultant/Trainer, Texas Department of Human Services 1977
- Board Member, Texas Association Licensed Children Services 1986 - 1988
- Member, Texas Dept. of Protective and Regulatory Services 1990 - 1993  
Ad Hoc Work Group for Revision of Minimum Standards of Child Placing Agencies
- Founding Director, CARE Collaborative 1995 - 1998  
(Associated Catholic Charities, DePelchin Children's Center and Spaulding for Children)
- Child Welfare League of America, National Advisory Committee on Adoption 1997 - 2000
- Member, Child Welfare League of America National Adoption Standards Committee 1997 - 1999
- Co-Chair, Subcommittee on Adoption, Dallas Adoption Initiative Taskforce (now Target Kids in Court) 1997 - 2000
- Board of Directors, United Way of Texas, Austin, Texas 1997 - 2000
- President, Family Builders Adoption Network, Inc. 1997 - 1999  
Boston, Mass (national coalition of special needs adoption agencies)
- Member, Texas Department of Protective and Regulatory Services 1998 - 2004  
Child Abuse Program Evaluation Committee
- Peer Reviewer, *Child Welfare: Journal of Policy, Practice and Program* 1998 - 1999
- Treasurer and Board of Directors, Voice for Adoption, Washington, D. C. 1998 - 2000  
(national advocacy group for special needs adoption)
- Co-Chair, Child Welfare League of America, National Adoption Training Conference, San Antonio, Texas December 1998
- Adopt 2000, collaboration sponsored by Greater Houston Community Foundation, Chairman of the Executive Committee 1999
- Greater Houston Community Foundation, Consultant 2000
- Texas Board of Social Work Examiners, Approved Supervisor for LCSW 2005 - Present

*Ginger Harper, LMSW-AP*  
*16422 Tibet Road*  
*Friendswood, Texas 77546*  
*(281) 482-9077*

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**Present Employment**

September 1999 – Present	Harris County Protective Services for Children and Adults – Director, Community Youth Services Program (CYS)
September 1996 – 2000	Developed and implemented the Community Youth Services (CYS) Parent/Teen Survival Course Program
December 1985 – July 1999	Assistant Director – Community Youth Services Program

**Past Employment**

November 1981 – December 1985	Harris County Protective Services Board Community Youth Services – Area Supervisor (Program transferred from Harris County Probation to Harris County Children's Protective Services May 1, 1979.)
August 1976 – November 1981	Harris County Juvenile Probation Community Youth Services Division Youth Service Specialist – Houston Independent School District
August 1972 – November 1976	Harris County Field Services Division Probation Officer – Community Unit Probation Services

**Education**

Texas Women's University, Denton, Texas  
Bachelor of Science in Social Work. 1972

**Additional Courses**

Extensive continued education in youth and family issues, family therapy, child abuse, chemical abuse, management and supervision.

**Anna Marie Bell**

4127 Southfield Court, Houston, Tx. 77045 Home: (713) 728-0341 Cellular: (713) 459-7985

**EDUCATION:**     **B.A.**     Social Work, University of North Texas, Denton, Texas, 1975  
                     **MSW**     Social Work, University of Houston, Tx. 1978

**ACCREDITATIONS/LICENSURES:**

- **Certified Grants Specialist (CGS)**—National Grant Writers Association
- **Licensed Master Social Worker**-Advanced Practitioner (LMSW-AP; 05498, -Texas State Board of Social Work Examiners
- **Licensed Chemical Dependency Counselor** (LCDC: 854), Texas Commission on Alcohol and Drug Abuse
- **Certified Mediator**, AA White Dispute Resolution Center

**EMPLOYMENT HISTORY**

**2000 – present: Assistant Director, Community Youth Services:** Responsible for management of seven (7) supervisors, program compliance with quality assurance and COA standards; develop and update manuals, attend assigned meetings and participate on assigned committees; oversee Parent/Teen Survival Program and Host Family Program; grant writing, grant coordination, budgeting, public relations.

**1999: Executive Director, UJIMA, Incorporated, Houston, Texas:**

Responsible for hiring and training staff, volunteer recruitment, daily program operations, developing collaborative partnerships, grant writing, program development, budget, attending board meetings, presentations and public relations, financial management fund-raising.

**1981-1998: Community Youth Services**

- **Caseworker** -- Provided crisis, individual, group and family counseling; liaison with school and other agencies; public speaking and documentation.
- **Placement Coordinator** -- Supervised placements made by staff, liaison with Licensing Division, State Monitor and Federal Monitor; supervision of assigned staff.
- **Special Programs Coordinator** -- Managed operations of Night Intake Program, supervised 15 employees, scheduled coverage for evenings and weekends, managed federal grant, host family program and supervised graduate school interns; public relations, participated on numerous committees.

**1978 - 1980: Harris County Children's Protective Services: Gramercy House**

- **Caseworker:** Provided individual and group counseling; family counseling, generic casework
- **Group Home Coordinator:** Administered operations of two group homes for girls, hired and trained staff; developed program models; responsible for budget and group counseling

**PRESENTATIONS AND WORKSHOPS**

Texas Network of Youth Services; SW Network of Youth Services; National Network of Youth Services; Child Welfare League of America; HCCPS Conference 2000 & 2002 ; Family Preservation Conference

**CLAUDIA CHAVEZ GONZALEZ, LMSW**

11131 Wortham Blvd.

Houston, TX 77065

(281) 955-2187

**Master of Social Work. 1995**

The University of Houston, Graduate School of Social Work

**Bachelor of Social Work. 1990**

The University of Texas at Austin, School of Social Work

**PROFESSIONAL EXPERIENCE**

**Community Youth Services.** Program Manager March 2008 to Present. A program of Harris County Protective Services for Children and Adults aimed at providing services to at-risk youth. Duties include: Managing and supervising 5 Area Supervisors, performing annual and new employee evaluations, managing all aspects of the Evolv data information system, chairing and participating in various program committees, developing and conducting training for Youth Service Specialists, serving as liaison to CPS Information Technology Department, participating in overall program planning, policy development, and program evaluation.

Area Supervisor March 2005 to March 2008. Duties include: Managing and supervising 9 Youth Service Specialists, leading and facilitating monthly unit meetings and supervisory sessions, maintaining positive working relationships with school district personnel, performing annual and new employee evaluations, chairing and participating in various program committees, developing and maintaining the CYS program Evolv manual, developing and facilitating Evolv staff training, participating in ongoing Evolv database management and development and participating in the CPS bilingual interview program.

Youth Service Specialist October 2003 to March 2005. Duties included: Providing crisis intervention services to students and families in the Cypress-Fairbanks I.S.D. and providing counseling and community based resources to adolescents experiencing family conflicts, runaway, truancy, and drug problems.

Parent/Teen Survival Program. Facilitator July 1999 to 2006 Duties included: Facilitating a five-week program for parents and adolescents aimed at addressing violence, conflict-resolution, anger management, and problem-solving skills.

**Child Advocates, Inc.** A private non-profit agency whose goal is to defend the rights of abused and neglected children in Harris County Contract Advocacy Coordinator (Part-time) October 2000 to June 2003. Houston, Texas. Duties included: Managing and supervising 13 volunteers who were appointed by the court to advocate for children in protective custody and assessing and evaluating family dynamics and children's physical, educational and emotional needs in order to provide recommendations to the courts regarding placement, therapeutic intervention and rehabilitative services.



**Team Leader/Advocacy Coordinator/Hispanic Specialist** June 1995 to July 1998. Duties included: Supervising 4 Advocacy Coordinators; training, managing, and supervising 30 volunteers who were appointed by the court to advocate for children in protective custody; assessing and evaluating family dynamics and children's physical, educational and emotional needs in order to provide recommendations to the courts regarding placement, therapeutic intervention and rehabilitative services; assisting in volunteer recruitment, outreach and retention efforts in the Hispanic community; providing education and resources to staff and volunteers to better serve Hispanic clients; and participating in radio, television, and print media interviews.

**Council Member Felix Fraga. Graduate Intern** August 1994 to July 1995. City Council District H, Houston, Texas. Field Practicum for Graduate Studies. Duties included: Serving as a community liaison for special projects, community agencies, and civic groups; conducting a district-wide constituent needs assessment; responding to constituent complaints; and drafting correspondence to city, state, and federal entities.

**Houston Crackdown. Graduate Intern** January 1994 to August 1994. Office of the Mayor, Houston, Texas. Field Practicum for Graduate Studies. A project aimed at reducing substance abuse in Houston/Harris County. Duties included: Organizing the first annual Houston anti-drug/alcohol public awareness campaign; developing and coordinating survey research project to assess the needs of indigent population; assisting in grant initiatives and proposal writing; providing information and referral services to the public; coordinating and recording the Community Drug Information telephone public service announcement; and serving as grant reviewer for the Bright Ideas Community Grants.

**Community Youth Services. Youth Service Specialist** August 1992 to August 1993 (Full-time)/ August 1994 to May 1995 (Part-time). Houston, Texas. A program of the Board of Directors of Children's Protective Services aimed at providing services to at-risk youth. Duties include: Providing crisis intervention services to students and families in the Spring Branch I.S.D., and providing counseling and community based resources to adolescents experiencing family conflicts, runaway, truancy, and drug problems.

**Hope Center Youth and Family Services. Wilderness Programs. Family Youth Worker II** November 1990 to July 1992. Houston, Texas. A private non-profit agency providing residential treatment to troubled adolescents. Duties included: Conducting intake interviews and case management for emotionally disturbed adolescents and their families; developing and coordinating treatment plans and strategy meetings for youth; conducting statewide public relations presentations to professional and private groups; and developing and presenting staff training material on multi-cultural issues.

## **SKILLS**

**Bilingual Skills:** Read, write and speak Spanish

**Computer Skills:** Proficient in MS Word, Excel, PowerPoint and Evolv Database system

## Katherine M. Gordon

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**EDUCATION:** **Southern University** **Baton Rouge, LA**  
**Bachelor of Science, Social Work, Psychology minor**

**WORK  
EXPERIENCE:**

**2000 – Present**

**Harris County Community Youth Services**

**Houston, Texas**

**Area Supervisor**

- Supervise Youth Service Specialist in Houston ISD.
- Ensure that staff achieves goals and objectives of program
- Visit each school site and Youth Service Specialist monthly
- Maintain HISD contract and keep in contact with liaison
- Conduct monthly unit meetings with staff to review case issues and disseminates information
- Facilitate CASY meetings and participates in community meetings

**August 1993 – August 2000**

**Youth Service Specialist**

- Provide crisis counseling
- Make home visits
- Case management services

**June 1990 – August 1993**

**Hope Center Youth and Family Services**

**Houston, Texas**

**Caseworker**

- Referral, interview and screening process
- Initial intake and placement of clients
- Liaison between therapeutic placement and the home
- Maintain daily records of client activities
- Provide aftercare services

**February 1987 – June 1990**

**Associated Catholic Charities/Therapeutic Family Care** **New Orleans, LA**

**Behavior Management Specialist**

- Provide residential therapeutic services
- Implement and monitor treatment plans
- Assuring parental advocacy and support roles
- Group and individual counseling
- Provide service and support to deaf children

**June 1980 – March 1984**

**Mayor's Office of Community Development/Housing**

**Houston, Texas**

**Counselor**

- Accept initial referral and provided information
- Determine eligibility of clients
- Prepare housing applications and disseminate information

**REFERENCES:** Available upon request

**MARILYN C. PRIMEAUX, LMSW-AP**

1522 W. Main, Houston, Tx. 77006 Tel: (713) 521-9069

**Objective:** Social Work / Supervision / Administration

**Education:** **Bachelor of Arts in English:** University of Texas at Austin (1973)  
**Masters of Social Work:** University of Houston (1994)

**Licensed Masters of Social Work—Advanced Practitioner**  
(License #05965)

**Employment Experiences:**

**Area Supervisor/Program Specialist**

Harris County Community Youth Services 7-88 to present  
Supervise CYS Youth Service Specialists in two school districts in  
Harris County; evaluate, train, provide consultation on case staffings.

**Youth Service Specialist**

Harris County Community Youth Services 10-79 to 10-84; 7-85 to 6-88  
Served as a crisis counselor and information and referral specialist  
in a school district in Houston, Texas. Worked primarily with runaways  
and truants, borderline abuse and neglect cases as a repositioned CYS  
worker in the first Communities In Schools project at M. C. Williams  
Middle School in the Houston ISD. Also served as a YSS doing the  
same work as above in the Aldine ISD for three years.

**Court Investigator**

Harris County Juvenile Probation/Family Court Services 11-84 to 6-85  
Conducted investigations for adoptions and custody disputes, wrote court  
report to submit for the court hearing.

**Children's Protective Services Investigator**

Harris County CPS 1-73 to 10-79  
Conducted investigations of abuse and neglect of children in Harris  
County. Worked with families in their own homes. Served as a member  
of a crisis team doing initial investigations for allegations of abuse and  
neglect of children. Also served as an initial intake team for four years.

**Hobbies:** Reading, travel, walking.

**Kristen Ballard**  
723 E. 12 ½ Street  
Houston, TX 77008  
(281) 851-8542

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**OBJECTIVE**

A challenging position in management utilizing leadership skills and social services experience.

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**PROFESSIONAL EXPERIENCE**

**Harris County Community Youth Services**

Houston, Texas. March 2005 – Present

*Area Supervisor*

Supervise crisis intervention staff (Youth Services Specialists) in school districts. Liaison between Harris County and contracting school districts. Ensure that staff achieves goals and objectives of program. Visit each site monthly and maintain contact with liaison and well as with Youth Services Specialist. Conduct monthly unit meetings with staff to review service provision. Hire and train new staff. Represent Community Youth Services on agency and community committees.

**Harris County Triad Prevention Program**

Houston, Texas. September 1997 – March 2005

*Lead Caseworker*

Liaison between law enforcement agencies, Juvenile Probation Department and Children's Protective Services in coordinating services for juveniles. Responsible for supervision of staff in absence of supervisor. Participate in hiring, training and supervision of new staff. Audit written cases for accuracy and completeness. Prepare monthly statistical reports to program director. Resolve staffing problems on all shifts and coordinate leave to insure adequate staff coverage.

**Harris County Community Youth Services**

Houston, Texas. September 1995 - 1997

*Youth Services Specialist*

Provide school-based social services to students experiencing behavior problems, parent/child conflict, truancy, depression, and substance abuse. Counsel student and family on short-term basis. Initiate referrals to appropriate community resources. Develop positive working relationship with area service providers. Consult with school personnel in planning for child. Assist family in securing alternative placement for child when necessary.

**Blue Earth County Human Service - The Children's Project**

Mankato, Minnesota. February 1993 - September 1995

*Co-Location Worker*

Assist children, parents, and school personnel to resolve educational, social, behavioral, and family issues. Collaborate with child, family and area professionals to develop effective, coordinated service delivery. Provide or arrange direct assistance to children and families to resolve crises related to basic needs for food, clothing, shelter, medical care, and essential transportation.

**Harris County Community Youth Services - Same as above**

Houston, Texas. August 1989 - October 1992

**Covenant House Texas**

Houston, Texas. February 1987 - August 1989

*Activities Coordinator*

Organize and supervise recreational activities and special events for youth in shelter setting. Network with community organizations. Assist volunteers in providing activities for youth. Purchase and maintain recreational equipment and supplies. Lead support groups fostering increased self esteem and healthy relationships.

**Volunteer Coordinator**

Liaison between full time volunteers, agency, and central office in New York. Conduct weekly meetings of volunteers. Assess and facilitate conflict resolution. Manage business affairs for household of twelve full time volunteers. Prepare and administer annual budget of \$120,000.

**Youth Specialist/Case Manager**

Crisis intervention/counseling and case management of adolescents. Develop and implement case plan with youth and family using appropriate community resources. Counsel youth on daily basis, and conduct support groups. Weekly case reviews with casework supervisor.

**Iowa Department of Human Services**

Newton, Iowa. October 1984 - December 1986

**Caseworker - Children's Protective Services**

Assess new referrals for treatment. Responsible for caseload of 30-35 families. Initiate necessary programs and referrals. Arrange and review foster care placements. Familiar with Juvenile Court laws and procedures. Facilitate client case reviews with other mental health professionals.

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**EDUCATION**

**Texas Woman's University**

Houston, Texas September 1997 - December 2000

*Master's of Occupational Therapy*

**University of Houston**

Houston, Texas August 1991 - May 1992

*Master's of Social Work*

Completed 12 hours of graduate level courses.

**Wartburg College**

Waverly, Iowa August 1980 - August 1984

*Bachelor of Arts*

Major in Social Work, G.P.A. 3.5

Honors/Awards - Dean's List, Who's Who Among Students in American Colleges and Universities

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**REFERENCES**

Available upon request.

## LAURIE SEGAL ROBINSON

4608 Huisache  
Bellaire, Texas 77401

Phone (713) 667-2021  
Email: lauriesrobinson1@yahoo.com

### EMPLOYMENT HISTORY

#### Harris County Community Youth Services

Houston, Texas

- **Area Supervisor**

2008 – present

Supervise intervention counselors (Youth Service Specialists) in school districts and alternative schools. Act as a liaison between Harris County and contracting school districts. Visit each site monthly and maintain contact with staff and contract liaisons. Conduct monthly unit meetings with staff to review service provision. Hire and train new staff. Represent Community Youth Services on agency and community committees.

- **Community Youth Services (CYS), Youth Service Specialist:**

**Respite Services in assigned school Districts/Pasadena Police Dept.**

2005 - 2008

**Galena Park School District**

1994 - 1998

Responsibilities included providing on-the-spot counseling and social services to primary and secondary students and their families in Galena Park.

Key accomplishments included: (1) Created parent education programs, marketing and implementation of *Parent as Teachers* Program.; (2) Worked with agencies for district-wide events including health fairs, anti-drug and violence programs.

- **ChildBuilders**

Houston, Texas

**Parent Education Consultant**

1998 – 2006

Responsibilities included the design and facilitation of family-centered care seminars, workshops, and discussion sessions as needed.

Key Accomplishments included: (1) Developed an initiative to offer parent education in participating Greater Houston area child care centers in 2003; (2) Designed and delivered a comprehensive curriculum of parenting and child development seminars; (3) Planned specific programs to enhance the initiative of creating family-centered care and support systems.

- **Psychotherapist** (Center for Arts & Psychotherapy, Center for Psychiatric Medicine, West Houston Psychological Associates, Family Service Center)

1989-1998

### EDUCATION

**University of Houston—Clear Lake**

Houston, Texas

*Master of Arts, Clinical Psychology*

1989

**University of Arizona**

Tucson, Arizona

*Bachelor of Fine Arts*

1984

### PROFESSIONAL LICENSURE AND MEMBERSHIP

- Board Member, Houston Area Association for Education of Young Children, (HAAEYC), 2002
- Licensed Professional Counselor, Texas #10640
- Member, National Associate For Education of Young Children (NAEYC)
- Licensed Marriage and Family Therapist # 2898
- Certified Social Work Associate, Texas # 23814

Randall C. Beaman  
6535 Cindy Lane  
Houston, Texas 77008  
713-295-2539

**EMPLOYMENT EXPERIENCE:**

- 1991 to Present      Harris County Community Youth Services  
Job Title: Area Supervisor  
Job Responsibilities: Supervise staff in the Galena Park and North Forest school districts. Make site visits, staff cases, attend meetings and evaluate staff. Assists in the hiring process of new employees.
- 1976 to 1991      Harris County Community Youth Services  
Job Title: Youth Service Specialist III  
Job Responsibilities: To divert youth from the Criminal Justice System by doing crisis counseling; referral to appropriate agencies; maintain liaison between the Harris County Juvenile Probation Department, Harris County Children's Protective Services, and area school districts; and be knowledgeable of community agencies and resources.
- 1980      Fort Bend County Probation Department  
Job Title: Chief Juvenile Probation Officer  
Job Responsibilities: Placed the agency within budgetary guidelines, re-directed federal grant allocations; implemented an inventory control system; began a system for pre-court assessments; designed a vehicle maintenance program and assessed the needs of the local juvenile detention system.
- 1974 to 1976      Houston Independent School District  
Job Title: Substitute Teacher  
Job Responsibilities: Periodically taught in many schools throughout the city.
- 1973 to 1976      Harris County Juvenile Probation Department  
Job Title: Juvenile Probation Officer/Intake Screening Division  
Job Responsibilities: Crisis counseling; determining the needs of children/families whether it be court, family counseling, or intense psychological evaluation; writing social histories and reports to the Juvenile Judges; and an in depth knowledge of community resources.

**EDUCATION:**

- Graduate Courses Completed      Special Problems of the Juvenile and Youthful Offender  
Seminar in the Rehabilitation and Re-socialization Process  
Topologies in Crime and Delinquency  
Graduate Interagency Workshop (2 courses)  
Research Methods in the Behavioral Sciences  
Criminal Justice Study Abroad Program in London, England  
Selected to assess pre-court credibility with American college students failed in local London precincts.
- 1973      Bachelor of Science Degree in Social Rehabilitation and Social Sciences,  
Sam Houston State University – Huntsville, Texas